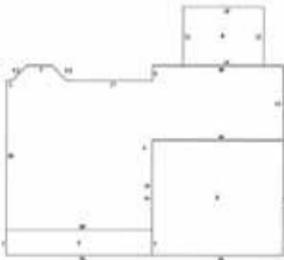


PART THREE: DATA TABS

SAMPLE RESIDENTIAL PROPERTY CARD

STATE OF MONTANA PROPERTY RECORD CARD													
Parcel ID: 03-3015-15-4-09-20-0000		Tax Year: 2010		Run Date: 7/23/2010 9:31:32 AM		Page: 1 of 3							
Assessment Code: 0001096310		Location / DBA:											
OWNER NAME AND MAILING ADDRESS		INSPECTION HISTORY											
LEVINE DANIEL B & BARBARA B 1133 21ST AVE SW GREAT FALLS, MT 59404-3433		Date	Time	Run Code	Reason	User ID	Contact Code	Contact Name					
		04/06/2003	01:15	2 - External Inspection	Conv	Azman, Elaine							
PROPERTY SITUS ADDRESS		BUILDING PERMITS											
1133 21ST AVE SW GREAT FALLS, MT 59404-3433		Number	Status	Issue Date	Amount	Type	Description						
LEGAL DESCRIPTION		1887	Closed	07/09/1992	990		DECK						
MONTANA ADDITION, S15, T20 N, R03 E, BLCK 500, Lot 042		MARKET LAND INFORMATION											
GENERAL PROPERTY INFORMATION		Method	True	FF	DP	So Ft	Acres	Inlt Cde	%	Unit Price	Class Code	Eff Rate	Value Est.
Ndbb: 006		Soft	1 - Primary Site			11,532					2201	3.64	41,561
Living Units: 1		RECENT APPEAL HISTORY											
Zoning: 1		Year	Level	Case #	Status	Action	ASSESSMENT VALUE HISTORY						
Property Type: RU - Residential Urban							Year	Land	Building	Total			
Levy Dist: 03-1068-1C1							2009	\$41,961	\$160,238	\$202,200			
Exemptions:							2006	\$28,141	\$155,759	\$183,900			
Ownership %: 100.000							2007	\$0	\$0	\$0			
Linked Property:		IMPROVEMENT COST SUMMARY											
Link Type:		APPRAISED VALUES											
Linked Property:		Drawings	156,200				Land	Building	Total	Method			
Link Type:		MOB/SH	0				Current	41,961	160,238	202,200	MKT		
Condo Ownership:		Commercial	0				Prior	41,961	160,238	202,200	MKT		
General:		CBY/Flat Values	927				Cost	150,000	Market	202,200			
Limited:		Total Improvement	157,127				Income	0	MRA	202,572	Over		
PROPERTY FACTORS		PARCEL COMMENTS											
Toodorsky: 1 - Level													
Utilities: 1 - All Public													
Access: 1 - Paved Road													
Location: 5 - Neighborhood or Road													
Frontage: 4 - Residential Street													
Parking Type: 3 - On and Off Street													
Parking Quantity: 2 - Adequate													
Parking Proximity: 3 - On Site													
Note Codes: GG Final Value: 04/10/10/301/MKT													
CONDO VALUE TO BE ALLOCATED													
General:		Limited:											
Land:		Land:											
Impro:		Impro:											

STATE OF MONTANA PROPERTY RECORD CARD																																																																													
Parcel ID: 03-3015-16-4-09-20-0000				Tax Year: 2010		Run Date: 7/23/2010 9:31:32 AM		Page 2 of 3																																																																					
DWELLING INFORMATION				Class Code: 3001																																																																									
Residential Type: SFR Style: 66 - Conventional Grade: 5 Year Built: 1989 Effective Year: 1995 Story Height: 2.0 Attic Type: 0 - None Exterior Walls: 1 - Frame Ext. Wall Finish: 5 - Maintenance Free Alum. Roof Type: 3 - Gable Roof Material: 10 - Asphalt Shingle Year Remodeled: Deorse Remodeled:																																																																													
BASMENT INFORMATION				BUILDING COMMENTS		AREA USED IN COST																																																																							
Foundation: 2 - Concrete Basement Type: 3 - Full Davlight: N Finished Area: Quality:						Basement: 870 First Floor: 1,264 Second Floor: 870 Additional Floors: 0 Half Story: 0 Attic: 0 Unfinished Area: SFLA: 2,154																																																																							
HEATING/COOLING INFORMATION																																																																													
Type: Central Fuel Type: 3 - Gas System Type: 5 - Forced Air Heated Area: 2154																																																																													
LIVING ACCOMMODATIONS																																																																													
Bedrooms: 3 Family Rooms: Full Bath: 2 Half Bath: 1 Addl. Rooms: 3																																																																													
ADDITIONAL INFORMATION				ADDITIONS		COST SUMMARY		DEPRECIATION INFORMATION																																																																					
Finishes: Block: Stories: Openings: Prefab/Stove: Garage Cap.: Cost & Descri: Description: Flat Add: Description:				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>LWR</th> <th>1st</th> <th>2nd</th> <th>3rd</th> <th>Area</th> <th>Year</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>11</td> <td></td> <td></td> <td>145</td> <td></td> <td>2,782</td> </tr> <tr> <td></td> <td>88</td> <td></td> <td></td> <td>598</td> <td></td> <td>10,413</td> </tr> <tr> <td></td> <td>33</td> <td></td> <td></td> <td>152</td> <td></td> <td>1,922</td> </tr> </tbody> </table>		LWR	1st	2nd	3rd	Area	Year	Cost		11			145		2,782		88			598		10,413		33			152		1,922	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Basement:</td> <td>11,518</td> </tr> <tr> <td>First Floor:</td> <td>102,969</td> </tr> <tr> <td>Second Floor:</td> <td>48,373</td> </tr> <tr> <td>Additional Floors:</td> <td>0</td> </tr> <tr> <td>Half Story:</td> <td>0</td> </tr> <tr> <td>Attic:</td> <td>0</td> </tr> <tr> <td>Subtotal:</td> <td>162,858</td> </tr> <tr> <td>Unfinished Area:</td> <td>0</td> </tr> <tr> <td>Heating:</td> <td>0</td> </tr> <tr> <td>Plumbing:</td> <td>8,000</td> </tr> <tr> <td>Additions:</td> <td>21,097</td> </tr> <tr> <td>Flat Value:</td> <td>0</td> </tr> <tr> <td>Other Fees, Total:</td> <td>1,900</td> </tr> <tr> <td>Subtotal:</td> <td>27,997</td> </tr> <tr> <td>RCH:</td> <td>190,855</td> </tr> </tbody> </table>		Basement:	11,518	First Floor:	102,969	Second Floor:	48,373	Additional Floors:	0	Half Story:	0	Attic:	0	Subtotal:	162,858	Unfinished Area:	0	Heating:	0	Plumbing:	8,000	Additions:	21,097	Flat Value:	0	Other Fees, Total:	1,900	Subtotal:	27,997	RCH:	190,855	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>COE:</td> <td>Good (B)</td> </tr> <tr> <td>Phys. Condition:</td> <td>S - Very Good</td> </tr> <tr> <td>Use:</td> <td></td> </tr> <tr> <td>Ownership:</td> <td></td> </tr> <tr> <td>Location:</td> <td></td> </tr> </tbody> </table>		COE:	Good (B)	Phys. Condition:	S - Very Good	Use:		Ownership:		Location:	
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				C&D: 1.00 Grade Factor: 1.00 County Index: 1.00 EGF: 0.90 Pct. Complete: 1.00																																																																									
				DEPRECIATION CALCULATION																																																																									
				Age: 13 Pct. Good: 0.88 RCNLD: 156,200																																																																									

SAMPLE RESIDENTIAL PROPERTY CARD, CONT.

STATE OF MONTANA PROPERTY RECORD CARD																								
Parcel ID: 02-3015-15-4-09-20-0000										Tax Year: 2010					Run Date: 7/23/2010 9:31:32 AM					Page 3 of 3				
OTHER BUILDINGS AND YARD IMPROVEMENTS																								
Type:	Description	Grd	Yr Blt	Qty	Cnd	Fnc	Clas Cd	W	L	Sz/Area	Hst	BU	Clr	OVR	GF	MOD	RCN	ECF	INDX	% Gd	% Col	RCNLD		
Res	RPA2 - Concrete	A	1992	1	RG		3501			918					1.00	0	3,986	0.93	1.00	0.25		927		
MOD CODE INFORMATION																								
FLAT VALUE INFORMATION										AGRICULTURAL/FOREST LAND INFORMATION														
GRAIN, SEED & FERTILIZER EQUIPMENT INFORMATION										AG/FOREST SUMMARY														
										Acres		Value		Acres		Value								
										0.000		0		FarmSite:		0.000		0						
										0.000		0		ROW:		0.000								
										0.000		0		Total Ag Land:		0.000								
										0.000		0		Total Ag Value:		0								
										0.000		0												
										0.000		0												
										0.000		0.000		Total Forest Land:		0.000		0						
COMMENTS																								

GENERAL TAB

SITUS (PROPERTY) ADDRESS

Required

NUMBER – the Street Number for the parcel.

DIRECTION – the Direction of the Street; i.e. N, S, E, W, NE, NW, etc. An example of a Street Direction is: 1220 West Main Street, west is the direction and should be abbreviated “W” and entered in this field.

STREET NAME – the street name, left justified. Leave one blank space between worcost ands, abbreviations and numbers. Select the Street Name from the drop-down list.

STREET TYPE – The type of road the property is adjacent to, such as Avenue, Road, Street, or Way. Select the Street Type from the drop-down list.

UNIT TYPE – The Unit Type for the property, such as Apartment, Building, Floor, etc. Select the Unit Type from the dropdown menu.

UNIT NUMBER – The unit number of the Street Number. For example, apartments at the same street address, 1220 Main St., may be numbered; 1220 A Main St., 1220 B Main St., 1220 C Main St., etc. The A, B, and C are suffix addresses and should be entered in this field.

CITY – Enter the name of the city or town the property is located in.

STATE – Enter the name of the state the property is located in (defaulted to MT).

ZIP CODE – Enter appropriate situs zip

code.

STATUS - Use this option to change the status of the property (e.g., Active, Deactivated, Inactive).

TYPE - Use this option to change the specific property type (e.g., Real Property, Manufactured Homes not Attached to Real).

NEIGHBORHOOD - Select the correct neighborhood from the drop-down list.

PROPERTY ID – A unique identifier for individual property units (See Geocoding in Part Two of this manual)

MASTER VALUES

Optional

There are two major reasons that the MASTER VALUES field is used.

The first reason is for those properties, mainly agricultural, commercial, or industrial type properties, which involve a number of parcels for one major complex. For descriptive purposes only, and as an aid in the valuation of such multiple parcels per complex, enter the Parcel ID of the primary parcel on all associated parcels of a single economic complex.

The second major reason for use of the MASTER VALUES field is for valuation of condominium type property. Enter the Parcel ID of the Master Condominium record, usually a commercial card.

CODE – Enter the code that indicates the type of MASTER VALUES that has been entered.

1 CONDO MASTER – to indicate that the

tieback parcel is a Condo Master parcel that includes the land and improvement characteristics of which the unit is a part. The cost value of the unit is equal to the percentage of ownership of the FINAL VALUE of the Condo Master. The unit parcel is not processed by the Residential Cost Program.

4 CONDO MASTER – to indicate that the tieback parcel is a Condo Master parcel which includes the common element land and improvement characteristics for the condominium complex of which the unit is a part. The cost value of the unit is equal to the percentage of ownership of the FINAL VALUE of the Condo Master plus the cost value of the unit as calculated by the Residential Cost program.

5 CONDO MASTER – To indicate that the tieback parcel is a condo master that includes the land and improvement characteristics of which the unit is a part. This tieback allows the entry of characteristics on the unit without generating a cost on the unit. any additions, Other Buildings and Yard Improvements (OBYs) or Flat Value items. That value will be added to the percentage of ownership of the final value on the condo master.

6 CONDO MASTER – To indicate that the tieback parcel is a condo master that includes the common element land and improvement characteristics for the condominium complex of which the unit is a part. The cost value of the unit is equal to the percentage of ownership of the FINAL VALUE of the Condo master plus the cost value of the unit as calculated by the Residential Cost Program. ALL land class codes of the Condo Master are passed to the condo unit and the ownership percentage of the land values are distributed among these class codes. The improve-

ment class code is obtained from the condo unit itself or the condo master if no improvement class code has been entered on the unit. ***Only general ownership may be entered. Do not enter limited ownership for this type.***

APPRAISAL TAB

PROPERTY TYPE

Required

Enter the code that best describes the specific real property type of the subject parcel. The basis for this classification is the actual present day use. This field consists of two characters; the first character indicates the general category for appraisal purposes, and the second character is used for a more definitive breakdown of each property type.

AR – AGRICULTURAL RURAL: Agricultural/Timber land located in unincorporated areas of the county.

AU – AGRICULTURAL URBAN: Agricultural/Timber land located within an incorporated area of the county.

CA – CENTRALLY ASSESSED: All property located in a county that is centrally assessed.

CR – COMMERCIAL RURAL: All commercial property located in unincorporated areas of the county.

CU – COMMERCIAL URBAN: All commercial property located within an incorporated municipality.

EP – EXEMPT PROPERTY: All parcels that have been granted an exemp-

tion. Included are Federal lands, State lands, City owned property, and properties which have been granted an exemption by the Department of Revenue for religious, charitable or educational uses.

FR – FARMSTEAD RURAL: Farmstead and associated land located in an unincorporated area of the county.

FU – FARMSTEAD URBAN: Farmstead and associated land located within a municipality.

IU – INDUSTRIAL URBAN: All industrial property located within an incorporated municipality.

IR – INDUSTRIAL RURAL: All industrial property located in unincorporated areas of the county.

KR – CONDOMINIUM RURAL: All condominiums located in unincorporated areas of the county.

KU – CONDOMINIUM URBAN: All condominiums located within an incorporated municipality.

LA – LOCALLY ASSESSED UTILITY PROPERTY

MC – MINING CLAIMS: All mining claims that are patented by the United States Government.

MR – MIXED USE RURAL: Property that has more than one use which is located in unincorporated areas of the county.

MU – MIXED USE URBAN – Property that has more than one use which is located in an incorporated municipality.

NV – NON-VALUED PROPERTY: This code is to only be used for Condominium Master Parcels.

OI – OILFIELD IMPROVEMENTS: All real property improvements on an oilfield site.

RR – RESIDENTIAL RURAL: All dwellings and mobile homes located in unincorporated areas of the county.

RU – RESIDENTIAL URBAN: All dwellings and mobile homes located within an incorporated municipality.

TP – TRIBAL PROPERTY: Property located within Indian Reservation boundaries and owned by the tribe.

TR – TOWNHOUSE RURAL: Townhouses located in unincorporated areas of the county.

TU – TOWNHOUSE URBAN: Townhouses located within an incorporated municipality.

VR – VACANT LAND RURAL: All vacant land located in unincorporated areas of the county.

VU – VACANT LAND URBAN: All vacant land located within an incorporated municipality.

LIVING UNITS

Optional

Enter the number of living units present in the dwelling described on this card. A living unit is defined as any room or group of rooms designed as the living quarters of one family or household, equipped with cooking and toilet facilities, and having an independent

dent entrance from a public hall or from the outside.

For example, a single-family residence contains one living unit, and the correct entry would be “001.” An apartment building with 6 apartments in it, would be coded “006.”

If the card describes a Commercial type structure, is vacant, or contains only auxiliary improvements, enter “000.”

ZONING

Optional

Enter the local zoning of the parcel. Space is provided to enter up to five alpha and/or numeric characters.

MULTI-USE – Enter a √ (check) to indicate there are multiple zoning regulations for this parcel.

NON-CONFORMING USE – Enter a √ (check) to indicate there is evidence the parcel does not conform to the current zoning.

NEIGHBORHOOD

Required

A neighborhood may be defined as a geographical area exhibiting a high degree of homogeneity in amenities, land use, economic trends, and improvement characteristics (such as structural quality, age, and condition).

NEIGHBORHOOD – Select the correct neighborhood from the drop-down list.

REAPPRAISAL NEIGHBORHOOD

Optional

This field will be used if the user makes the decision to change the Neighborhood to another neighborhood for reappraisal. This field need only be entered if the Neighborhood is going to be changed.

TOPOGRAPHY

Optional

Refers to the topographical features of the subject property. Select the code(s) that are most representative of the subject property.

1 LEVEL – to indicate the subject property is level to the access street.

2 ABOVE STREET – to indicate the subject property is above the access street.

3 BELOW STREET – to indicate the subject property is below the access street.

4 ROLLING – to indicate a gently undulating terrain.

5 STEEP – to indicate the property has excessive grade.

6 LOW – to indicate the property has a low terrain.

7 SWAMPY – to indicate wet spongy land, marsh, or bog.

8 AG/TIMBER LAND – to indicate that the site is used for agricultural or timber purposes.

N NORTH EXPOSURE – to indicate that the view from the site is towards the north.

S SOUTH EXPOSURE – to indicate that the view from the site is towards the south.

E EAST EXPOSURE – to indicate that the

view from the site is towards the east.

W WEST EXPOSURE – to indicate that the view from the site is towards the west.

UTILITIES

Refers to the services that are available to the property. These services can be either public or private. Select the code(s) that are most representative of the subject property.

- 0 NONE** – to indicate that no utilities are available to the property.
- 1 ALL PUBLIC** – to indicate that all public utilities; including water, sewer, gas, and electric, are available to the property.
- 2 ALL UNDERGROUND** – to indicate that all utilities available to the property are underground.
- 3 PUBLIC WATER** – to indicate that public water is available to the property.
- 4 PUBLIC SEWER** – to indicate that public sewer is available to the property.
- 5 COMMUNITY WATER** – to indicate that community water is available to the property.
- 6 COMMUNITY SEWER** – to indicate that community sewer is available to the property.
- 7 WELL** – to indicate that the only water available to the property is from a private well.
- 8 SEPTIC** – to indicate that only private sewer (septic tank) is available to the property.
- 9 GAS** – to indicate that natural gas is avail-

able to the property.

ACCESS

Optional

Refers to the primary fronting street or the street providing the most immediate access to the subject property, and the features that exist at the property.

Select the code(s) that are most representative of the subject property.

- 0 LANDLOCKED/NONE** – to indicate a property without access to any type of street or road.
- 1 PAVED ROAD** – to indicate a concrete, blacktop, or a comparably surfaced street or road.
- 2 SEMI-IMPROVED ROAD** – to indicate a road or street of better quality than gravel but not paved.
- 3 DIRT ROAD** – to indicate a gravel or comparably surfaced road or street.
- 4 PROPOSED ROAD** – to indicate an access to the property via a road that has been platted or proposed but not constructed.
- 5 SEASONAL ACCESS** – to indicate that the access to property is only seasonal, not year-round.
- 6 SIDEWALK** – to indicate the presence of a paved sidewalk available for public use.
- 7 ALLEY** – to indicate the presence of an alley available for public use.
- 8 RAILROAD** – to indicate rail access to the property.

9 RIVER or WATERWAY – to indicate that there is river or other waterway access to the property.

FRONTING

Optional

Refers to the type of primary fronting street and a descriptive feature of that street. Select the code that is most representative of the subject property.

0 NONE – there is no access street for this property.

1 MAJOR STRIP or CENTRAL BUSINESS DISTRICT – to indicate a highly traveled major artery or a major artery located within the central business district.

2 SECONDARY ARTERY – to indicate a moderately to heavily traveled secondary artery or collector that can accommodate residential development along retail and commercial establishments.

3 SECONDARY STREET – to indicate a moderately traveled residential sub-collector that is designed to conduct traffic between residential streets or lanes and major arteries or collectors.

4 RESIDENTIAL STREET – to indicate a lightly traveled street whose primary purpose is to channel traffic to dwelling units and other streets.

5 RESIDENTIAL LANE – to indicate a lightly traveled short street or court designed to channel traffic to dwelling units.

6 CUL-DE-SAC – to indicate that the fronting street is a cul-de-sac or a street open at one end only, and has an enlarged turn around area at the closed end.

7 DEAD END – to indicate that the fronting street is open at one end only, and does not have an enlarged turn around area at the closed end.

8 FRONTAGE ROAD – to indicate a local street paralleling a limited access highway and built to service abutting properties and to gather and control vehicles entering or leaving the limited access highway.

9 PRIVATE ROAD – to indicate that the primary fronting street is a privately owned road constructed to service the subject property.

LOCATION

Optional

Refers to the type of neighborhood in which the subject property is located. In many instances, these boundaries have already been established or defined by city planners or other agencies. Select the code that is most representative of the subject property.

0 RURAL LAND – to indicate that the subject property is in a rural part of the county.

1 CENTRAL BUSINESS DISTRICT – to indicate the core area in the center of the city in which is concentrated the major retail, financial, professional, and services activities of the city.

2 PERIMETER CENTRAL BUSINESS DISTRICT – to indicate the outer boundaries of the central business district or the core area in which the concentration of major mercantile activity is significantly less pronounced.

3 BUSINESS CLUSTER – to indicate a cluster

ter or number of commercial properties grouped together due to some attracting force; such as a major intersection of interstate highways or a major shopping mall.

4 COMMERCIAL AREA – to indicate commercial development. This may include an almost continuous row or strip of retail stores and allied service establishments.

5 NEIGHBORHOOD or SPOT – to indicate: dwellings located in primarily residential areas.

commercial properties or individual or scattered commercial establishments located in basically residential areas.

6 COMMERCIAL/INDUSTRIAL PARK – to indicate a controlled park-like development designed to accommodate specific light industries and mercantile properties and containing the required utilities, streets, and other appurtenances.

7 INDUSTRIAL SITE – to indicate land or land improvements (not located in an established industrial park) adaptable for industrial use. Normally, this is a combination of land, improvements, and machinery intended for the assembling, processing, and manufacturing of products from raw materials or fabricated parts or for the production of natural resources.

8 APARTMENT/CONDOMINIUM COMPLEX – to indicate the property is an apartment or condominium complex site.

9 GOLF COURSE – to indicate that the subject property borders or is near a golf course. The proximity to the golf course is sufficient to affect the value of the prop-

erty.

PARKING

Optional

Refers to the type, quantity, and proximity of parking available to the subject property.

TYPE – Select the code that describes the type of parking available to the subject property

0 NONE – to indicate that no parking is available.

1 OFF STREET – to indicate that off street parking is available.

2 ON STREET – to indicate that only on street parking is available.

3 ON & OFF STREET – to indicate that both on and off street parking facilities are available.

4 PARKING GARAGE – to indicate that the primary source of parking for the subject property is a parking garage or deck.

QUANTITY – Select the code that describes the quantity of parking available to the subject property.

0 NONE – to indicate that no parking is available.

1 MINIMUM – to indicate that the quantity of parking available is minimal and inadequate to support the property.

2 ADEQUATE – to indicate that the quantity of parking available is sufficient and adequate to support the property.

3 ABUNDANT – to indicate that the quantity of parking available is more than sufficient to support the property.

PROXIMITY – Enter the code that describes the proximity of parking available to the subject property.

0 FAR – to indicate that no parking is available, or that the lack of proximity to available parking is a detriment to the income producing capabilities of the subject property.

1 NEAR – to indicate that the proximity of available parking is good enough to cause no detriment to the income producing capabilities of the subject property.

2 ADJACENT – to indicate that available parking is very close or bordering the subject property.

3 ON-SITE – to indicate that available parking is located on the subject parcel.

PERCENTAGE OF OWNERSHIP

Optional

Enter the percentage of ownership of the entire parcel; this includes both land and improvements. Enter the number as a percentage, not the numeric equivalent. The decimal point is implied and must not be coded. The full value of the parcel's components must be listed and not a prorated amount (e.g. SITE VALUE = \$3,500 and owner has a specified one-half ownership; enter the entire \$3,500 in SITE VALUE, not \$1,750). If there is no divided ownership, leave this field blank.

CONDOMINIUM OWNERSHIP PERCENTAGES

CONDO GENERAL ELEMENT PERCENTAGE – Enter the percentage of

General Common Element Ownership in the condominium complex for the condominium unit described on this record. Enter the number as a percentage, not the decimal equivalent. The decimal point is implied and must not be coded. If there is no divided ownership, leave this field blank.

CONDO LIMITED ELEMENT PERCENTAGE – Enter the percentage of Limited Common Element Ownership in the condominium complex for the condominium unit described on this record. Enter the number as a percentage, not the decimal equivalent. The decimal point is implied and must not be coded. If there is no divided ownership, leave this field blank.

NOTES

Optional

NOTE CODE – Select the code(s) that best describes the reason for this note. This code will permit computer extraction and sorting of the notes to aid in fieldwork and review.

AC – Access to Property

AL – Additional legal description.

AN – Additional deeded owner names

AR – Agricultural Restrictions

AS – Adjusted sales price.

BD – Dog denies access

BU – Beneficial Use

CA – Additional contract owner address (c/o).

CC – Designated as Continuously Cropped

Farm Land	LR – Land Residual
CD – Continued Description.	MC – Mining Claim
CF – Owner expects a call before entering property boundary.	MN – Mail to name.
CM – Cost Value Used on Mobile Home Court	MP – Multiple Parcel Sale
CN – Additional contract for deed (c/o) names.	NT – General Notes
CR – Continued review.	OD – Owner denies access to property.
DA – Additional deeded owner address.	OS – Owner should be contacted at another site.
DB – Doing Business As	PW – Present Worth formula used for land value.
DT – Statement of Intent Filed (MV72)	RF – Red Flag – Use reasonable safety measures when conducting business with the property owner
FA – Flat add cost.	RT – Reversal of Declaration Recorded (MV73)
FD – Access by four-wheel drive only.	SO – There is a second owner for this parcel.
FN – Self-reporting form not received.	SP – Seasonal passage, access may be limited.
FR – Self-reporting form received.	SR – Sanitary restrictions not lifted.
FW – Self-reporting form worked.	SS – Structure style not listed in standard style codes.
FZ – Flood Zone.	SU – Seasonal use or vacant parcel.
GC – Golf Course Frontage	TM – Tribal Member
IA – Income Adjustment	TP – Tribal Property
IB – Industrial Bureau.	TR – Timber Restrictions
IM – Income Value Used on Mobile Home Court	TT – Tribal Trust
IS – Income received on sale.	UC – Undivided interest – combined.
LG – Locked gate.	
LI – Land Influence Factor Applied	

UD – Undivided interest – delinquent.

INSPECTION/CONTACT HISTORY

Space is provided to enter information regarding appraisal and reappraisal visits to a property. Both appraiser physical inspections/reviews and clerical data entries/updates are accounted for in these fields.

APPRAISAL INSPECTION AND CLERICAL UPDATE AND REAPPRAISAL DATA

DATE – Enter the number of the month, the day of the month and the last two digits of the year when an appraisal inspection is performed. Each position must be filled in. Use leading zeros when necessary.

TIME – Enter the time of day in hours and minutes that the inspection was made for this parcel.

USER ID – The Management Services Bureau will assign a permanent identification number for each person in the Property Assessment Division. Each number will uniquely identify one person and will not be reissued if that person leaves the Department of Revenue. A new number will not be issued if the person transfers between bureaus or counties.

INSPECTION REASON

Enter the reason(s) that best describes the inspection that was made. Select all reasons for the inspection that apply to the property review from the drop down list.

0 Ag/Forest Review

1 Internal Inspection

2 External Inspection

3 Refused Entry

4 Inaccessible

5 AB-26 Review

6 Appeal Review

7 Exemption Review

8 New Construction

Contact Information

NAME – Enter the name of the responsible person contacted, either in person or by phone.

CODE – Enter the code that describes the person contacted.

1 OWNER

2 TENANT

3 AGENT

4 BUILDER

5 MANAGER

6 OTHER

INSPECTION CODE – Check all codes that best describe the activity on the parcel.

Code “U,” Data Update, should only be used when none of the other codes apply, or when an update to the data occurred in addition to other activity or data changes.

LAND DATA

There are five categories of land entries:

Market Land

Frontage and depth

Acre, SqFt or Site

Agricultural Land

Forest Land

Each land segment entry is valued independently, or separately, and all land segments are summed together to calculate the total land value of the property record.

Land lines may be left blank in the following cases:

Used for cases where no land value is applicable for that card or record. If this is the case, no land item pages are created in the property record. Building on leased land – if a card represents only a building value record, there is no land to be coded.

Condominiums – in many cases the land for a condominium is owned in common and no attempt is made to segregate the land characteristics for the individual condominium. The land value is provided through the MASTER LINK (Parcel Tie-back) process.

STORY HEIGHT

Required entry for dwellings.

Enter the actual story height of the dwelling. Use the height which is most representative of the dwelling's story height. Enter the number of full stories in the left-hand position before the decimal point. There must be at least one full story. Enter the number of half stories ("0" for none, "5" for a half

story) in the right-hand position, after the decimal point.

1.0 to indicate one story.

1.5 to indicate one and one half stories.

2.0 to indicate two stories.

2.5 to indicate two and one half stories.

3.0 to indicate three stories.

3.5 to indicate three and one-half stories.

NOTE: Be careful about what constitutes a full story, a half story, and an attic. Refer to the Story Height Illustrations for examples.

EXTERIOR WALLS

Required entry for dwellings and mobile homes.

WALL CONSTRUCTION – Determine the predominate type of wall construction, select its code from the table below, and enter the code in the first position of this field. Other types of wall construction can be made equivalent to one of the below (i.e., prefab metal to frame, stone to masonry).

1 – FRAME

2 – MASONRY and FRAME

3 – MASONRY

4 – LOG (not log over frame)

EXTERIOR FINISH – Determine the predominate type of exterior finish, select its code from the table below, and enter the code in the second position of this field.

0 – OTHER – to indicate any other type of exterior finish markedly different in appearance and which cannot be equated to one of the below.

1 – STUCCO – to indicate Stucco over frame

or Permastone or Formstone.

- 2 – SHINGLE – to indicate shingles or shakes.
- 3 – MASONITE – to indicate hardboard of any type.
- 4 – ASBESTOS – to indicate Asbestos Shingle or Plank.
- 5 – MAINTENANCE FREE ALUMINUM/VINYL/STEEL – to indicate aluminum, vinyl, or steel siding or sandwich panels.
- 6 – WOOD SIDING or SHEATHING – to indicate solid board.
- 7 – STONE – to indicate cut stone veneer, or reinforced concrete.
- 8 – BRICK – to indicate solid masonry, brick on block, or veneer.
- 9 – BLOCK – to indicate concrete block, structural clay tile, stucco over concrete block.

STYLE

Required entry for dwellings. Enter the code which is most representative of the style of the dwelling. See Residential Architecture Styles photographs.

01 BI-LEVEL (Split Foyer, Split Entry, Raised Ranch, Hillside Ranch) – a contemporary one story house which provides (or has the potential to be finished to provide) two levels of living area. The lower level is either a raised (“true” or “English”) basement which protrudes about four feet above grade or a “walkout” type basement which has one side exposed at grade level when the house is built into a hillside. The Split Foyer or Split Entry

has the front door at ground level halfway between the raised basement and first floor. The Raised Ranch or Hillside Ranch typically incorporates a basement garage and/or a “walkout” recreation room on the lower level.

02 SPLIT LEVEL (Tri-level, Side-to-side Split, Front-to-back Split, Back-to-front Split) – a contemporary house with three basic living levels (not counting a basement, if present). Typically, the room layout consists of a garage and/or recreation room on the lower level, with the living room about a half flight of stairs up on the middle level. The bedrooms are located on the upper level over the recreation room or garage.

03 RANCH (Rambler, True Ranch, California Ranch) a contemporary one story house with all habitable rooms and automobile storage located on one level. A basement may be present, either finished or unfinished.

04 MODERN (Ultra-modern, Post-modern) houses which are innovative or unique in design, use of construction methods or materials. These are typically architect designed and built homes which belong in a class by themselves. If it can be identified, the specific style should be recorded in the NOTES section. Early 20th century architectural movements in this category include the Prairie, International, Art Deco, Art Modern, and Miesian schools. Contemporary examples in this class would also include products of recent movements such as Brutalism, High Tech, Post Modern, and International Revival.

05 TRADITIONAL or VICTORIAN (Gothic Revival, Carpenter Gothic, Italianate, Octagon, Renaissance Revival, Stick, Second Empire, High Victorian

Gothic, Queen Anne, Eastlake, Richardson Romanesque, Shingle) – a rich and expressive architectural period which began around 1840 and continued to 1900. This style of dwelling is typified by asymmetrical shapes and silhouettes, often with steep intersecting gable roofs, towers, dormers and bay windows. Vertical emphasis is provided by the use of tall chimneys and turrets. Complicated scrollwork (gingerbread) and elaborate turned trimmings are prevalent items of decor.

06 EARLY AMERICAN (Colonial, Garrison Colonial, Saltbox, Georgian, federal, Dutch Colonial, Southern Colonial, Jeffersonian, Greek Revival, Georgian Revival, Colonial Revival) – almost all pre-Civil War American architecture is generally classified as a type of Colonial. This catch-all grouping includes true period homes and contemporary replicas. Although elements of this style are a major component of today's contemporary-traditional vernacular, only historically accurate examples belong in this category. Thus, most newer homes which contain only traces or idiosyncrasies of colonial architecture would not fall in this category.

07 EARTH SHELTERED (Underground) – a contemporary house built below ground level or into a hillside. The roof is covered with earth except for skylights, a clerestory window, or possibly an atrium.

08 CONVENTIONAL (Contemporary, Functional Modern) contemporary one to three story houses with conservative architecture in the 20th century vernacular mode. These houses may incorporate elements of Traditional, Spanish, Colonial, Elizabethan, or period designs, but they are not true replicas.

09 BUNGALOW (California Bungalow,

Airplane Bungalow, Craftsman Bungalow) a picturesque cottage-like house introduced around 1900 and very popular through the 1930's. The informal plan, elevation, and detail featured low simple lines, a wide projective gable roof, large porches, a walk-way stoop, and rough natural construction materials. Typically a one story residence, however, one and one-half story versions may incorporate a low shed dormer. The Airplane Bungalow has a small two story addition in the rear.

10 OLD STYLE (Tri-gable Ell, Utilitarian Cottage, Farmhouse, Princess Anne, Shirtwaist) – mid 19th century and early 20th century pattern book vernacular style houses which are transitions from the Victorian era or provincial examples of Georgian revivals or picturesque English style period homes.

11 LOG – This category has exterior walls built of logs, either in round or squared shape.

12 CONDOMINIUM – This category identifies a distinct type of ownership. The unit living area is owned exclusively (fee simple) by the unit owner. The other components; land, common hallways, stairways, roof, foundation, and exterior recreation features, such as pools, tennis courts, etc., are owned in common by all unit owners. They may be townhouse, hi-rise, or garden apartment in style.

13 A-FRAME – This category has a frame in the shape of one or more "A's." A-Frames have very steep gable roofs; front and rear walls usually have large glass areas. A-Frames have been popular since WWII.

14 OTHER (Shanty, Basement Foundation Home, Sod, Quonset Hut, Geodesic Dome, Prefabricated Dymaxion, Converted Barn, Fantasy, Freeform, Silo/

yurt Kit Homes, Prefabricated Modular, Straw Bale, Rammed Earth) – Truly unique or rare architectural examples which do not fall into any previously mentioned category can be indicated as Other. If using this entry, enter a description of the STYLE in the NOTES field.

15 SINGLE WIDE MOBILE HOME

16 DOUBLE WIDE MOBILE HOME

17 TRIPLE WIDE MOBILE HOME

18 SHOTGUN – Houses with each room directly in line with the other. The front and back doors along with the doors in each room are in alignment. As its name suggests, the “Shotgun” house follows a linear arrangement of its rooms and doors from the front porch to the back door, so that a round of shot fired through the front door could exit the back without hitting anything. This house type is one room wide, one story tall and several rooms deep (usually three or more) and has its primary entrance in the gable end.

19 FOURSQUARE – Built to offer the most house for the least amount of money, there may have never been a more popular or practical house than the American Foursquare. It’s strong square massing, usually with four square rooms above 3 square rooms and an entrance hall with stairs tucked unobtrusively to the side on the first floor made it economical and practical to build. The cubical shape made the most of every buildable inch, taking full advantage of small building lots and small budgets. Typical features of the Foursquare are simple box shape, two-story body, dormers, four room floor plan, low hipped roof with deep overhang, and full-width porch with wide stairs.

20 CONDO-PATIO HOME – Single family

residence.

21 CONDO-DUPLEX – 2 attached living units sharing a common wall.

22 CONDO-ROWHOUSE – 3 or more attached living sharing a common walls.

23 CONDO-MULTI-LEVEL – 2 or more living units where the living area of one unit is below/above another unit. The units share common floors/ceiling.

ROOF

Required entry for dwellings and mobile homes.

ROOF TYPE – Enter the code that best describes the type of roof of the subject property. See Roof Types illustrations.

- 0 – OTHER
- 1 – FLAT
- 2 – HIP
- 3 – GABLE
- 4 – GAMBREL
- 5 – SHED
- 6 – MANSARD
- 7 – ARCHED
- 8 – A-FRAME
- 9 – BROKEN GABLE

ROOF MATERIAL – Enter the predominant type of roofing material, selecting the code from the table below.

- 1 – WOOD SHINGLE** to indicate a roof material composed of small sheets of redwood, white or red cedar machined to a uniform thickness and size. (Do not be fooled by old warped wood shingles which look like shakes).
- 2 – SLATE** to indicate a natural, durable, stone used as a shingle. It is a fireproof,

but brittle surface, about 3/16" thick and milled into various shapes. Colors range from gray to various hues of red, green, or purple.

- 3 – TILE** to indicate a usually half round product made of either clay or concrete which has been kiln baked to a hardness which gives a wearing surface that needs no paint. It usually has various red shades.
- 4 – COPPER** to indicate a roof made of copper.
- 5 – METAL** to indicate a roof made of sheets of corrugated galvanized metal, flat, standing seam or batten seam plates.
- 6 – WOOD SHAKE** to indicate a roof material very similar to wood shingle, except for various thicknesses and slightly irregular shapes due to splitting rather than cutting the wood.
- 7 – COMPOSITION ROLL** to indicate a roofing material made of a compressed fiber or paper material saturated with asphalt and rolled out over wood sheathing.
- 8 – BUILT UP TAR AND GRAVEL (ROCK)** to indicate roofing that is built up by laying roofing felt with overlapping seams, then sealed by mopping with hot tar or roofing compound. The final coat of tar can be covered with small gravel. This is the most common roof material for flat roofs and underground homes.
- 9 – ASBESTOS** to indicate a rigid, grey, non-flammable natural mineral fiber shingle formed into a diamond or hexagonal shape (a barrel shaped cap rises from the roof ridge).
- 10 – ASPHALT SHINGLE** to indicate a flexible composition or fiberglass shingle applied over roofing felt (most commonly

used in new construction).

- 11 – OTHER** to indicate a roof material not listed above, which includes enamel metal shingles, thin membrane terne, or built up concrete.

FOUNDATION

Required entry for dwellings and mobile homes.

Enter the predominant type of foundation, select its code from the table below.

- 0 – NONE** to indicate a dwelling with no foundation (i.e. dirt or mud sills).
- 1 – WOODEN or MASONRY PIERS/ POSTS** to indicate that the dwelling has piers for a foundation.
- 2 – CONCRETE** to indicate a continuous foundation wall of poured in place reinforced concrete.
- 3 – SLAB** to indicate a monolithic poured slab with no additional foundation or footing.
- 4 – WOOD** to indicate that the foundation for the dwelling is constructed of decay resistant, impregnated wood.
- 5 – BLOCK** to indicate a continuous foundation wall constructed of concrete, structural clay tile, or cinder shaped in the form of hollow blocks, layered or stacked.
- 6 – STONE** to indicate a continuous masonry foundation wall constructed of rubble or cut stone laid in place.
- 7 – OTHER** to indicate a type of foundation wall that does not fall into the above

categories.

NOTE: The cost is based on a 4 foot foundation wall.

BASEMENT

Required entry for dwellings and mobile homes.

Indicates the presence of basement area.

TYPE – Enter the code that describes the basement area. The area of the unfinished basement will be automatically calculated for the dwelling if BASEMENT is coded 2 or 3, or if basement area is coded as an Addition (Addition Code = 50).

0 – NONE to indicate that the dwelling has no basement area.

1 – CRAWL to indicate that the area below the dwelling is unfinished, accessible but less than a full story height, or is only 25% or less of the first floor area.

2 – PART to indicate that the basement area is greater than 25% but less than 75% of the first story area.

3 – FULL to indicate that the basement area is 75% or more of the first floor area.

DAYLIGHT BASEMENT – Enter a “Y” if the building contains a daylight basement or an “N” if it does not. To qualify as a daylight basement one or both of the following conditions must be met:

The major portion of a least one wall must be exposed and the outside entrance must be at ground level.

Bi-levels, Tri-levels, Raised Ranches

or other similar style homes, where 4 ft or more of the basement is above grade will be considered to have daylight basements. This designation is not restricted to the above-mentioned styles, rather the design of the basement where 4 ft or more of the basement is above grade.

FINISHED BASEMENT – Indicates the presence of an area of the basement which is finished with a quality of material and workmanship consistent with the main living area of the dwelling (such as the lower or grade level of bi-level and split level dwellings).

AREA – Enter either the appropriate dimensions or the square foot area of the finished basement living area.

QUALITY GRADE – Enter the code that describes the quality of the finish in the basement.

1 – MINIMAL

2 – FAIR

3 – TYPICAL

4 – GOOD

HEATING & COOLING

Required entry for dwellings and mobile homes.

Refers to the presence of and type of heating system. Four alternatives are provided. Enter the type which is most representa-

tive of the subject property.

NONE to indicate that the subject dwelling does not have a heating system warranting a full deduction from the base price for “no heating,” as indicated by the pricing schedule.

NON-CENTRAL to indicate that the subject dwelling has a heating system that is considered non-central for the area being heated warranting a partial deduction from the base price for central heating. Examples of non-central systems include floor or wall furnaces, electric baseboard or radiant ceiling heat.

NOTE: Floor furnaces in dwellings with under 600 SFLA should be considered “central.” Floor furnaces in dwellings with over 600 SFLA should be considered “non-central,” as they become inadequate and inefficient to heat the required area.

CENTRAL to indicate that the subject dwelling has a central system commensurate with the quality grade specifications of the dwelling warranting no addition to or deduction from the base price. Such systems may include gravity furnaces, radiant hot water and forced warm air furnaces.

CENTRAL WITH AIR CONDITIONING to indicate that in addition to a central heating system, the subject dwelling has (either separately or combined) a central cooling system commensurate with the quality grade specifications of the dwelling warranting an addition to the base price for “air conditioning,” as indicated by the pricing schedule. If a cooling system as described exists in the dwelling, enter only this numeric code. This code implies that a central heating system exists.

HEATING FUEL TYPE – Enter the

code describing the predominate type of fuel used by the heating system.

0 – NONE – No heating system exists. The only heat is derived from a fireplace, a freestanding space heater or a cook stove.

1 – COAL

2 – OIL

3 – GAS (either natural gas or liquified petroleum gas)

4 – ELECTRICITY

5 – SOLAR to indicate either a passive or an active solar system.

6 – WOOD (not to be confused with **0** – NONE above)

7 – GEOTHERMAL

HEATING SYSTEM TYPE – Enter the code describing the type of heating system of the subject property. Disregard supplemental heating such as an electric baseboard unit in an isolated room or addition.

1 – FLOOR/WALL/SPACE to indicate the presence of a wall, floor, or ceiling hung unit.

2 – HOT WATER/WATER RADIANT to indicate the system employs hot water to distribute the heat by baseboard or radiators.

3 – STEAM to indicate the system employs steam to distribute the heat by baseboard or radiators.

4 – GRAVITY HOT AIR to indicate the system has ducts but no means other than gravity flow to distribute the heat (gravity hot air).

5 – FORCED AIR to indicate the presence of a warm air system. With this system, the furnace has a fan or blower that pushes the warmed air through relatively small ducts. These ducts may run horizontally or vertically. Filters can be installed in the system to clean the air and a humidifying system included to add needed moisture.

6 – HEAT PUMP to indicate a reverse cycle refrigeration unit which can be used for heating and cooling.

7 – ELECTRIC BASEBOARD/ELECTRIC RADIANT to indicate the presence of an electric heating system. This system is characterized by electric resistance elements that convert electricity into heat. These elements are embedded in the floors, walls, ceilings, or baseboard to provide radiant heat.

8 – PACKAGE AIR CONDITIONING to indicate the system has package air conditioning.

9 – HOT/COOL AIR to indicate a system utilizing warm and cool air (gas fired forced hot air with gas or electric refrigerated cooling).

area. Do not include unheated or inadequately heated finished areas in the total heated areas. There is no heated living area included in the addition fields. If there is heat present in any addition, that area will have to be added to the override heated floor area field.

Enter the total square footage of adequately heated areas, right-justified. If no heated area exists; if there is no heating system; or if the computer calculated area is correct, leave this field blank.

HEATED FLOOR AREA

The heated area will normally be the total finished area of the building (first floor, upper floors, finished basement). However, if some areas such as attics or half stories have been finished with no provision for heating, except portable electric units, fireplaces or robber ducts, exclude this area from the total heated

LIVING ACCOMMODATIONS

Required entry for dwellings and mobile homes.

Enter one or two numeric characters denoting the quantities of each of the items described below. If the item does not exist, enter zero.

BEDROOMS – Enter the total number of separate rooms designed to be used as bedrooms. Count each independent area that has a privacy door and a reach-in or walk-in closet for clothes storage and a window. If a room was designed to be a bedroom, but is being utilized for some other purpose (such as a den), it is still to be included in this count.

In a one room cabin, the one room is considered to be a living room not a bedroom.

FAMILY ROOMS Enter the number of informal living rooms, quality of finish consistent with the general finish of the dwelling. Count all rooms classified as family rooms, dens and recreation rooms. These can be located on any floor or in the basement.

Do not count bedrooms being used as any of the above. If a room meets the standards for a bedroom, i.e., privacy, closet, window, access to a bath, and obviously was intended at construction to be a bedroom, then it is counted as a bedroom.

PLUMBING

Required entry for dwellings and mobile homes.

Enter either one or two numeric characters denoting the quantity of each item described below. Each character position must be filled in. Use leading zeros if necessary. If

the item does not exist, enter zero.

FULL BATHS – Enter the number of three fixture bathrooms which include a water closet, lavatory, and bathtub or shower stall (a bathtub with a shower outlet is considered one fixture).

HALF BATHS – Enter the number of two fixture toilet rooms which include a water closet and lavatory.

ADDITIONAL FIXTURES – Enter the total number of individual plumbing fixtures that are not counted in full baths or half baths. Include water heaters, kitchen sinks, single toilets, single lavatories, single bathtubs and showers, wet bars and sinks in recreation areas. Also include laundry tubs or connections (water and drain) for automatic washer hookup, but not as two fixtures where both are present. Add one fixture for each roughed in bathroom.

TOTAL FIXTURES – this computer generated field is the total number of plumbing fixtures in the dwelling.

ATTIC

Required entry for dwellings.

NOTE: Be careful about what constitutes a full story, a half story, and an attic. See Story Heights section for illustrations.

ATTIC TYPE – Enter the code that describes the attic area.

0 NONE to indicate no attic.

1 UNFINISHED to indicate an unfinished attic having only a subfloor and stairs.

2 PARTLY FINISHED to indicate either an undivided (one room) full finished attic,

or a divided (two rooms) attic with one-half (one room) finished and the balance unfinished.

3 FULLY FINISHED to indicate a divided (two or more rooms) fully finished attic.

4 FULL FINISHED with WALL HEIGHT to indicate a divided (two or more rooms) fully finished attic which includes the presence of one or more small dormers. This category should be used when the existing wall height is not enough to be considered a 1.5 or 2.5 story dwelling.

NOTE: See attic example in the att.

GARAGE CAR CAPACITY

To indicate the number of garage stalls associated with the dwelling. A stall is approximately 200 square feet.

BUILT-IN GARAGE – Refers to a finished garage built into a portion of the dwelling that would normally be considered finished living area. For example, a two story house with a garage built into the main ground floor area (not an addition) with living area above it. For description only, enter the car capacity of the built-in garage. The area for Built-In Garages must be accounted for in the Additions fields.

BASEMENT GARAGE – Refers to finished garage built into a portion of the basement of the dwelling. Enter the car capacity of the basement garage.

MASONRY FIREPLACE

Indicates the presence of wood burning fireplace(s) constructed of masonry. If no such fireplace exists for the dwelling leave all fields blank. Masonry wood burning fireplaces which have been permanently closed off should not be listed.

STACK – Enter the number of fireplace chimneys, regardless of the number of stories and openings they contain.

STORIES – For each chimney stack, count the number of stories (1.0, 1.5, 2.0, etc.) of the portion of the building to which it is attached. Add the story heights of all chimney stacks together. The sum will be in full-stories and a possible half story. Enter the number of full stories in the left-hand position before the decimal point. Enter a “0” if there is no additional half story, or a “5” if there is a half story, in the right-hand position after the decimal point. If you have a situation where the chimney extends into the basement, include the extended portion as part of the Total Chimney Height.

OPENINGS – Count each opening (fireplace) in each chimney. In a single chimney there might be openings in the basement and on the second floor, in addition to one on the first floor. There may be a back-to-back fireplace on one floor with two separate fireboxes or outlets each serving a different room. There may also be a barbecue firebox built into the chimney.

PREFAB FIREPLACE AND STOVE

A prefabricated fireplace is an open firebox unit of metal construction that is connected by pipes to a chimney. Enter the total number of such fireplaces. If there are no Prefab fireplaces, leave this field blank. **NOTE:** Inserts in masonry fireplaces should not be included here.

MISCELLANEOUS OTHER FEATURES

Refers to the presence of MISCELLANEOUS OTHER FEATURES which are not typically found in dwellings, but are to be valued. Use the drop down list to identify each additional feature.

MISCELLANEOUS OTHER FEATURE
CODE – enter the code that describes the
feature.

B3 – Built in Dishwasher, Fan, & Disposal

BC – Built-in Range/Oven Combination

BD – Built in Dishwasher

BF – Built in Refrigerator

BI – Built-in's from conversion

BM – Built in Microwave Oven

BO – Built in Oven

BR – Built in Range

BT – Built in Trash Compactor

CF – Commercial Exhaust Fan & Hood

CR – Commercial Range/Oven Combination

CV – Central Vacuum System

E2 – Residential Elevator (2 stop)

E3 – Residential Elevator (3 stop)

EF – Exhaust Fan

GD – Garbage Disposal

GO – Garage Door Opener

HE – Home Entertainment System

HT – Home Theater System

IC – Inter-Com System

LP – Residential Lap Pool

MS – Miscellaneous Built-in's

OM – Built-in oven/microwave oven combination

SB – Spa Bathtub

SL – Stair Lift

SS – Security System

SU – Sauna

QUANTITY – Enter the number of
Other Features. If the code “BI” is entered,
total the value of all OTHER FEATURES
from the Cost Pricing Schedule, divide that
sum by 160, and enter the point value in this
field.

CONDOMINIUM LEVEL

Required entry for condominiums.

Enter the floor level on which the condominium is located. The field is numeric, and two character positions are provided to enter “00” through “99.” Use leading zeros if necessary.

- 00 to indicate lower level (basement or garden level).
- 01 to indicate first floor.
- 02 – 99 to indicate second floor, etc.

CONDOMINIUM UNIT TYPE

Required entry for condominiums.

Four alternatives are provided. Enter the code which is most representative of the type of the condominium.

- 1 – INTERIOR to indicate condominium is an interior unit.
- 2 – CORNER to indicate condominium is either a corner or end unit.
- 3 – UPPER LEVEL to indicate condominium is on a floor other than ground level and is not a penthouse unit.
- 4 – PENTHOUSE to indicate condominium is a penthouse unit.

CONDOMINIUM AMENITIES

Required entry for condominiums.

Enter the code that indicates the most significant amenity available to this unit.

- 0 – NONE to indicate that none of the amenities listed below apply to this condominium.

- 1 – WATERFRONT to indicate condominium is on the waterfront.
- 2 – WATERVIEW to indicate condominium has a view of a lake, river, etc.
- 3 – GOLF COURSE VIEW to indicate condominium is either on a golf course or has a view of a golf course.
- 4 – MOUNTAIN VIEW to indicate condominium has a view of a mountain.

MOBILE HOME

CLASS CODE

Required entry for mobile homes.

STYLE – Single, Double, Triple, Quad

MAKE – Select from drop down menu

MODEL – Select from drop down menu

YEAR – Enter the year in which the mobile home was constructed.

MOBILE HOME SERIAL/TITLE NUMBER

Optional entry for mobile homes.

Refers to the serial number given to the mobile home by the manufacturer and used for identification purposes, or the title number listed on the title for the mobile home. Enter the number left-justified.

MOBILE HOME DIMENSION

Required entry for mobile homes.

WIDTH – The width of a mobile home is determined by outside measurement of one of the two equal, shortest sections of the perimeter footage.

LENGTH – The length of a mobile home is determined by outside measurement of one of the two equal, longest sections of the perimeter footage. Do not include the towing tongue of the mobile home, if attached.

NOTE: The WIDTH and LENGTH dimensions of the mobile home should not include additions, expandos, or tip-outs. These items should be included as ADDITIONS.

AGE

Required entry for dwellings and mobile homes.

Enter the year of construction, the year of remodeling, and the effective year, if it is not the same as the original year of construction.

YEAR BUILT – Refers to the original date of construction. Do not consider remodeling or additions, only the original building. Enter the four digits of the year of construction. If the exact date cannot be ascertained, make the best estimate possible based on known construction dates in the immediate area, and place an “X” in the YEAR BUILT ESTIMATED.

YEAR REMODELED – Optional entry. Refers to the date of the last extensive remodeling, i.e., remodeling which significantly alters the “effective age” of the dwelling. Enter the four digits of the year of remodeling. This field is descriptive only and will not effect depreciation calculations. If the dwelling has not been remodeled, leave this item blank.

DEGREE REMODELED

EFFECTIVE YEAR – Optional entry. This entry, if entered, will override the year of construction in determining the depreciation for the dwelling. Enter the four digits of the effective year.

If the condition of the building is better than average, the effective year will be more recent than the actual year built. If the condition is worse than average, the effective year will be greater than the actual year built.

Major alterations, additions or rebuilding can extend the useful life of a building and add to its present value. In such cases, the chronological life is not a solid indication

of the amount of depreciation that should be applied. The “effective age” should be the guide.

The cost of alterations and additions cannot be added directly to the previous appraised value of the buildings. A method for indicating how alterations, additions, and remodeling can impact the “effective age” of a building, is stated below:

Great care must be exercised when using this method. Minor errors in remodeling percentages and chronological building life quickly render this method unacceptable. There is no substitute for the appraiser's analysis and supportable opinion. On dwellings that have exceeded 60 years effective age, use extreme caution. The analysis required to determine correct depreciation levels should include the comparison of replacement cost values to market evidence.

Consideration should be given to foundation, porches, walls, exterior trim, roofing, chimneys, wall finish, interior trim, kitchen cabinets, heating system, and plumbing. Six alternatives are provided. Enter the code which is most representative of the subject property. Only one selection may be entered.

GRADE

Required entry for dwellings and mobile homes.

The accuracy of a residential appraisal depends largely upon the selection of the correct grade. Grade represents quality. Quality applies to both workmanship and type of materials used. The combination of quality workmanship and materials reflects increased cost and value. The value of a dwelling constructed of high quality materials and with the best of workmanship throughout may be considerably more than that of one built from

the same floor plan with inferior materials and workmanship.

The grading of structures is used to distinguish between variations in value and to identify the full range of conventional single family residential construction. The specifications of type of facilities may not vary greatly between grades; however, the quality of materials, workmanship and design may be decidedly different.

The majority of dwellings fall within the definite grade of construction incorporating average quality of workmanship and materials. Consequently, better quality of construction, or construction of cheaper quality, can be determined by comparison with the average. A thorough inspection of both the inside and outside of a structure will reveal evidence of degrees of quality.

There are many chances for error in selecting the proper grade for a residence; such as grading the homemaker's housekeeping ability, giving too much credit to the landscaping, being influenced by a new paint job, or the lack of proper maintenance. Always look for quality or the lack of it, and if the house happens to be older, try to picture the quality it represented when new and grade it as if it were new. Adjustments for condition will be made through application of depreciation.

Grading would be a relatively simple process if all houses were built to conform to the base specifications. Since this ideal condition does not exist, it becomes necessary to further refine the grading system. It is not unusual for conventional houses to be built incorporating construction qualities that fall in between the specifications of these established grades. If the house that is being appraised does not fall exactly in a specific

grade, the grade designation should be adjusted as deemed necessary by the use of the Grade Variation.

GRADE – This manual has 10 basic grades of residences. Enter the grade of the structure from “1” to “10,” inclusive.

1 – CHEAP

2 – POOR

3 – LOW COST

4 – FAIR

5 – AVERAGE

6 – GOOD

7 – VERY GOOD

8 – EXCELLENT

9 – SUPERIOR

10 – EXTRAORDINARY

The basic grade, representing costs of construction with average quality of workmanship and materials involved, is designated as Grade 5.

For mobile homes a separate grading system has been devised. The following grades and codes must be utilized for mobile homes.

L – LOW COST

A – AVERAGE

G – GOOD

E – EXCELLENT

GRADE VARIATION – Only a GRADE VARIATION of “+” will be utilized, no percent adjustment is permitted.

COST AND DESIGN FACTOR

Enter the code that best describes the COST AND DESIGN FACTOR. A position is provided to enter a plus “+” or minus “-” symbol, and two positions to enter two numeric characters denoting a percentage to be added to or deducted from the accumulated total value of the dwelling (after applying the grade factor) for the cost and/or design factors not previously considered.

If no COST AND DESIGN FACTOR is to be applied to this dwelling, leave the fields blank.

AC – Additional costs not covered by grade assignment.

AS – Architectural style adjustment.

ED – Envelope dwelling construction adjustment.

EW – Exterior wall material inconsistent with overall grade.

GD – Geodesic dome construction adjustment.

IF – Interior finish inconsistent with overall grade.

LD – Log dwelling construction adjustment.

MS – Mechanical system inconsistent with overall grade.

RM – Roof material inconsistent with overall grade.

FLAT ADD COSTS

Costs that are included in this field will be depreciated. The trending and Economic Condition Factor fields will affect this value for all structures.

Enter the total cost of all extra features in the principal building that would not be automatically covered by the standard cost and grade schedules. Costs considered must be the excess over and above the usual costs for the grade and subtractions from the usual costs for the grade. Make sure to enter the “+” or “-” symbol for any flat add costs. Include in the COMMENTS FIELD a description of the FLAT ADD COST items.

If there are no FLAT ADD COSTS, leave this field blank.

PERCENT COMPLETE

Use only if a new dwelling is partially completed to indicate percentage of completion as of the General Assessment Day. Do not consider remodeling, additions or older improvements with unfinished areas. Enter the percent complete in whole percent, right-justified.

Refer to the Percent Complete table for estimating unfinished construction.

If dwelling is complete, leave this field blank.

Nbhd

☐ Residential Dwellings (1)
☐ 1. 1.0 Story, Style 00 - Conventional, 5 - Maintenance Free Aluminum/Vinyl/Steel Built in 1099 with 2 Bedrooms and 1 Full Baths, Bsmt Type 0 - None, Class Code
☐ 3501 Improvements on Residential City/Town Lots
☐ Additions (0)
☐ Other Features (0)
☐ Percent Complete (1)
☐ 1. Excavation 1, Roof Framing 1, Drywall/Plaster 0

Percent Complete: **59**

Number in () is % w/o basement

11 (8)	<input checked="" type="checkbox"/>	Excavation: footings, foundation, basement, columns
3	<input checked="" type="checkbox"/>	Joist, Subfloor, floor
7	<input checked="" type="checkbox"/>	Wall framing (thru top plates)
4	<input checked="" type="checkbox"/>	Wall sheathing
0 (9)	<input checked="" type="checkbox"/>	Roof framing, ceiling joists, sheathing felt
3	<input checked="" type="checkbox"/>	Roof Cover
7	<input checked="" type="checkbox"/>	Exterior felt, siding, exterior trim, porches, etc.
8 (8)	<input checked="" type="checkbox"/>	Windows, exterior doors
3	<input type="checkbox"/>	Exterior prime and paint
4 (5)	<input checked="" type="checkbox"/>	Plumbing - roughed in
2	<input checked="" type="checkbox"/>	Electric - roughed in
1	<input checked="" type="checkbox"/>	Heating - roughed in
1	<input checked="" type="checkbox"/>	Insulation, walls & ceiling
7	<input type="checkbox"/>	Drywall or Plaster
5	<input type="checkbox"/>	Interior carpentry
4	<input type="checkbox"/>	Interior finish: paint, trim, wallcover
4	<input type="checkbox"/>	Floor covering
4	<input type="checkbox"/>	Cabinets & countertops
7	<input type="checkbox"/>	Plumbing - finish
1	<input type="checkbox"/>	Electric - finish
5	<input type="checkbox"/>	Mechanical/heating - finish
1	<input type="checkbox"/>	Finish hardware

Does the House have a Basement?

Percent Complete: 59

FLOOR AREAS BY LEVEL

Required entry when no sketch vectors are used.

For pricing of the structure, areas must be calculated by floor level. If the dwelling areas are sketched, the areas for this field will be automatically calculated by computer programs in conjunction with the dwelling story height code, basement code, attic code and addition codes.

There may be instances, due to the complexity of the structure, where the dwelling may not be able to be sketched. In these cases, one must enter the appropriate areas by floor level in these fields.

BASEMENT AREA – enter the total basement area, regardless of whether the area is finished or unfinished.

FIRST FLOOR AREA – enter the total first floor area of the dwelling.

SECOND FLOOR AREA – enter the total second floor area of the dwelling.

ADDITIONAL FLOOR AREA – enter the total area of the upper floors of the dwelling.

HALF STORY FLOOR AREA – enter the total area of the half story of the dwelling. Use the “foot print” area of the floor below the half story for the area to be entered.

ATTIC AREA – enter the total area of the attic of the dwelling. Use the “foot print” area of the floor below the attic for the area to be entered.

Use the “foot print” area of the floor below the attic for the area to be entered. The attic square footage will be calculated based

on the attic code percentage. If you want to override the foot print area, then the actual attic square footage needs to be adjusted for by the percentage of the attic code.

Example:

Foot print area = 1600

Attic code 3 – 40%

Calculated attic area = 640

Actual attic sqft = 450

$450 / .4 = 1125$

1125 needs to be placed in the attic area

UNFINISHED FLOOR AREAS BY LEVEL

Required entry when there is unfinished area in the dwelling.

ADDITIONS

Enter the Addition Code that describes the area of the dwelling. The same Addition Code may be entered any number of times. Space is provided for eight separate entries of additions. Enter the appropriate Addition code in the column that corresponds with its floor level; either LWR (lower level or basement), 1ST, 2ND, or 3RD (any floor above 2nd floor)/Refer to the **Table of Addition Codes**.

If no additions are present, leave the entries blank.

Normally, leave the **AREA** column blank because the area of the Addition will be calculated and entered in the field by the Sketch Vector program section.

If the dwelling cannot be sketch vectored and therefore no data is entered in SKETCH

VECTOR fields, both the field FLOOR AREAS BY LEVEL and the AREA of each ADDITION line used must be entered.

In cases where there is a stacked addition with an identical floor area for each level (for example, a 2 story, open frame porch), enter the Addition Code for open frame porch in both the 1ST and 2ND column for that addition.

In the rare case where there are more than eight additions on a dwelling, one must enter a manually calculated point total of all the additions not previously entered. First, enter the Addition Code for Miscellaneous Value, in the LWR column of points of the remaining Additions not entered, in the AREA column of this line. No other information should be entered in the remaining areas of this line.

Each value point is equal to \$160.

NOTE: The addition code for Ornamental Brick Trim should only be used for homes that have Highlighted the exterior, in an ornamental fashion, for aesthetic purposes (i.e., brick on the front of a house; from the ground up, but the predominant siding is wood.

Homes with all brick siding (frame construction) should be appropriately graded higher than similar houses with conventional wood, masonite, or other siding. The quality grade takes into account the brick siding.

Homes that are brick frame construction should not have the addition code 85. The masonry construction is taken care of in the code for masonry frame.

TABLE OF ADDITION CODES

The following are the valid Addition Codes and the corresponding abbreviations.

<u>Addition Type</u>	<u>Finished</u>		<u>Unfinished</u>	
	<u>Frame</u>	<u>Masonry</u>	<u>Frame</u>	<u>Masonry</u>
Living Area	10 1SF	20 1SM		
Utility Area	15 UTF	25 UTM	65 UTFU	75 UTMU
Bay Window	16 BAYF	26 BAYM		
Overhang/Oriel Window	66 OVHF	76 OVHM		
Half Story	17 HSF	27 HSM		
Attic 18 AF	68 AU			
Garage	19 GRF	29 GRM	69 GRFU	79 GRMU
Carport	30 CPF	40 CPM	80 CPU	
Garage Extension	31 GREF	41 GREM	51 GEFU	61 GEMU
Canopy	32 CANF		82 CANU	
Attached Greenhouse	37 AGH			
Attached Solar Room	38 ASR			
Basement			50 BU	
Central Heat	70 CHT			
Non-Central Heat	71 NHT			
Package A.C.	72 ACP			
Mobile Home Addition	91 MHA			
Expansos and Tipouts	92 MET			
Open Porch	11 OPF	21 OPM		
Screened Porch	12 SPF	22 SPM		
Enclosed Porch	14 EPF	24 EPM		
Mobile Home Enclosed Porch	98 MHP			
Decks/Patios/Terraces				
Wood	33 D-WD			
Concrete	34 D-CO			
Stone Tile	35 D-ST			
Masonry Stoop	36 D-MS			
Vinyl or Fiberglass	39 D-VF			
Wood Polymer	43-O-WP			
Ornamental Brick Trim	85 OBT			
Solar Collector Area	97 SCA			
Miscellaneous Value	99 MV			

OTHER BUILDING & YARD IMPROVEMENTS

Optional

OBY TYPE – Entering the Type Code that describes the improvement to be entered will determine the ECF applied to the OBY.

The OBY Code refers to a category of improvements such as pools, barns, etc., and therefore stands for the overall improvement itself and is made up of 4 parts.

The 1st character is the ECF type.

The 2nd character stands for the overall property identifier describing the OBY improvement.

The 3rd character stands for the structural category of the OBY Improvement.

The 4th character is alpha-numeric, which distinguishes one type of OBY Improvement from another within the same category.

Several examples are listed in the following table.

OBY Type Code	1st Char. Meaning	2nd Char. Meaning	3rd Char. Meaning	4th Char. Meaning
RRG1	ECF TYPE RES	Residential	Garage	Frame
RRG2	ECF TYPE RES	Residential	Garage	Masonry
AAM1	ECF TYPE AG	Agricultural	Milk House	Concrete Block
AAM2	ECF TYPE AG	Agricultural	Milk House	Glazed Tile

QUANTITY – Enter the number or quantity of totally identical OBY Improvements being listed.

YEAR – Enter the year the OBY Improvement was constructed. If the year built is unknown, make the best estimate possible.

Effective year

Remodel Year

MEASUREMENTS – Enter either the square foot area, the dimensions, or the volume of the item based on the appropriate cost schedules.

To enter the square foot area, positions are provided for nine numeric characters (up to 999,999,999 square feet).

GRADE – Enter the code denoting the quality grade of the item.

Residential Structures	Description
1	Cheap
2	Poor
3	Low Cost
4	Fair
5	Average
6	Good
7	Very Good
8	Excellent
Agricultural Structures	Description
C	Cheap
L	Low Cost
A	Average
G	Good
E	Excellent

CONDITION – Enter the code that identifies the overall condition of the improvement.

U – UNSOUND to indicate that the dwelling is definitely unsound and practically unfit for use.

P – POOR to indicate definite deterioration is obvious; definitely undesirable and barely usable.

F – FAIR to indicate marked deterioration, but quite usable; rather unattractive and undesirable.

A – AVERAGE to indicate normal “wear and tear” is apparent; average attractiveness and desirability.

G – GOOD to indicate minor deterioration is visible; slightly more attractive and desirable, but useful.

E – EXCELLENT to indicate perfect condition; very attractive and highly desirable.

CLASS CODE

RATE – This is a calculated field and refers to the factor which when multiplied with the replacement cost new less depreciation value is the value of the improvement.

PERCENT GOOD

Optional

Refers to the resultant value (percent good) after deduction of physical depreciation and functional and/or economic obsolescence – expressed as a percentage.

This is not a required entry. OBV Improvements are computer-priced and computer-depreciated. If this entry is used, it will function as an override to the computer gen-

erated depreciation and therefore the value of the improvement.

MODIFICATION CODES

Optional

Refers to an addition or deduction made to alter the cost component of the improvement from the base specifications. Modification Codes should only be utilized for the specific structure(s) intended. The valid MODIFICATION CODES are listed for each OBV TYPE CODE in the Residential Other Building & Yard Improvements table.

FLAT VALUE

Optional

This field is used to add or deduct a value from the Total Improvement Value of the parcel. The value entered should be fully depreciated. Only the PERCENTAGE OF OWNERSHIP and ECONOMIC CONDITION FACTOR is applied to the value entered.

Type Description

Enter a narrative description of the value item. One character position is provided for entering a sign (+ or -) to indicate the type of value adjustment. Nine positions are provided to enter up to \$999,999,999 of depreciated value to be added or deducted to the Total Improvement Value of the parcel.

Example:

Because of its uniqueness, a depreciated value of a golf course is manually calculated at \$650,000 and would be entered as follows:

CLASS CODE TYPE: Commercial

DESCRIPTION: Golf Course [+]

VALUE: 650,000

CLASS CODE: 3507

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS

A. RESIDENTIAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM	MAXIMUM
BOAT HOUSES and DOCKS				
RBB1	Frame or Concrete Block	Dim or Sq.ft.	100 SF	5,000 SF
RBB2	Masonry	Dim or Sq.ft.	100 SF	5,000 SF
	Allowable Grades:	G, A, L		
RBD1	Floating wood dock, light posts	Dim or Sq.ft.	15 SF	3,500 SF
RBD2	Medium wood dock, wood girders	Dim or Sq.ft.	15 SF	3,500 SF
RBD3	Heavy wood dock, heavy pilings	Dim or Sq.ft.	15 SF	3,500 SF
CARPORTS				
RRC1	Carport	Dim or Sq.ft.	150 SF	1,000 SF
RRC2	Canopy	Dim or Sq.ft.	10 SF	2,500 SF
	Allowable Grades:	3-7		
DECKS, PATIOS, TERRACES				
RRT1	Deck, wood	Dim or Sq.ft.	10 SF	3,000 SF
RRT2	Deck, concrete	Dim or Sq.ft.	10 SF	3,000 SF
RRT3	Deck, stone/tile w/sand base	Dim or Sq.ft.	10 SF	3,000 SF
RRT4	Deck, stone/tile w/concrete base	Dim or Sq.ft.	10 SF	3,000 SF
RRT5	Deck, brick	Dim or Sq.ft.	10 SF	3,000 SF
RRT6	Masonry Stoop/Terrace	Dim or Sq.ft.	10 SF	3,000 SF
RRT7	Patio, Covered	Dim or Sq.ft.	10 SF	3,000 SF
RRT8	Deck, wood polymer composition	Dim or Sq.ft.	10SF	3,000 SF
RRZ1	Gazebo	Dim or Sq.ft.	10 SF	5,000 SF
RBQ1	Barbecue, outdoor, brick/stone	Quantity		
	Allowable Grades:	G, A, L		
RESIDENTIAL COOLERS & FREEZERS				
RCF1	Cooler, 32° to 60°, built-in	Dim or Sq.ft.	20 SF	500 SF
RCF2	Chiller, 5° to 31°, built-in	Dim or Sq.ft.	20 SF	500 SF
RCF3	Freezer, -15° to +4°, built-in	Dim or Sq.ft.	20 SF	500 SF
RCF4	Sharp Freezer, -45° to -16°, built-in	Dim or Sq.ft.	20 SF	500 SF
LIVING AREAS IN OUTBUILDINGS				
RLA1	Living area	Dim or Sq.ft.	10 SF	5,000 SF
YURT				
RYRT	Yurt	Dim or Sq.ft.	100 SF	1,000 SF
MISCELLANEOUS OUTBUILDINGS				
RMS1	Miscellaneous values	Dim or Sq.ft.		

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS, CONT.

A. RESIDENTIAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM	MAXIMUM
FENCING				
RRF1	Chain Link	Hgt x Ln.ft.	10 SF	20,000 SF
RRF3	Stockade	Hgt x Ln.ft.	10 SF	20,000 SF
RRF4	Post & Rail	Hgt x Ln.ft.	10 SF	20,000 SF
RRF6	Brick or Masonry	Hgt x Ln.ft.	10 SF	20,000 SF
RRF7	Ornamental Iron	Hgt x Ln.ft.	10 SF	20,000 SF
RRF8	Barbed Wire – 4 strand	Ln.ft.	10 LF	20,000 IF
	Allowable Grades:	1–8		

NOTE: Gates are to be included in the linear foot measurement.

GARAGES

RRG1	Garage, detached, frame, finished	Dim or Sq.ft.	150 SF	5,000 SF
RRG2	Garage, detached, masonry, finished	Dim or Sq.ft.	150 SF	5,000 SF
RRG3	Garage, detached, frame, unfinished	Dim or Sq.ft.	150 SF	5,000 SF
RRG4	Garage, detached, masonry, unfinished	Dim or Sq.ft.	150 SF	5,000 SF
	Allowable Grades:	1–8		

GARAGES, ATTACHED ON OUTBUILDINGS

RRA1	Garage, attached, frame, finished	Dim or Sq.ft.	150 SF	5000 SF
RRA2	Garage, attached, masonry, finished	Dim or Sq.ft.	150 SF	5000 SF
RRA3	Garage, attached, frame, unfinished	Dim or Sq.ft.	150 SF	5000 SF
RRA4	Garage, attached, masonry, unfinished	Dim or Sq.ft.	150 SF	5000 SF
	Allowable Grades:	1-8		

SPECIAL MODIFICATION CODES – GARAGES

(Should be entered on the line directly under the garage which it modifies.)

RSA1	Garage, attached, finished			
RSA2	Garage, attached, finished, flat value			
RSG1	Garage Finish			
	To be used when finished area is LESS than total garage area. Includes sheetrock cost.			
RSG2	To be used ONLY to enter FLAT ADD costs to a garage			

GREENHOUSES

RGH1	Wd/mtl frame – domed – plastic covered	Dim or Sq.ft.	20 SF	1,000 SF
RGH2	Wd/mtl frame – 3' side wall plastic covered	Dim or Sq.ft.	20 SF	1,000 SF
RGH3	Pipe/Steel frame, fiberglass walls	Dim or Sq.ft.	20 SF	1,000 SF
RGH4	Same as GH1 > 1000 SF	Dim or Sq.ft.	1001 SF	20,000 SF
RGH5	Same as GH2 > 1000 SF	Dim or Sq.ft.	1001 SF	20,000 SF
RGH6	Same as GH3 > 1000 SF	Dim or Sq.ft.	1001 SF	20,000 SF
	Allowable Grades:	G, A, L		

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS, CONT.

A. RESIDENTIAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM	MAXIMUM
PAVING				
RPA1	Asphalt (Blacktop)	Dim or Sq.ft.	10 SF	35,000 SF
RPA2	Concrete	Dim or Sq.ft.	10 SF	35,000 SF
	Allowable Grades:	G, A, L		
Mod codes: 1 - Heating				
SHEDS and UTILITY BUILDINGS				
RRS1	Shed, frame	Dim or Sq.ft.	15 SF	5,000 SF
RRS2	Shed, metal	Dim or Sq.ft.	15 SF	5,000 SF
RRS3	Shed, masonry	Dim or Sq.ft.	15 SF	5,000 SF
	Allowable Grades:	G, A, L, C		
SWIMMING POOLS				
RRP1	Vinyl-lined	Dim or Sq.ft.	100 SF	5,000 SF
RRP2	Fiberglass	Dim or Sq.ft.	100 SF	5,000 SF
RRP3	Reinforced Concrete	Dim or Sq.ft.	100 SF	5,000 SF
RRP4	Gunit (Sprayed Concrete)	Dim or Sq.ft.	100 SF	5,000 SF
	Allowable Grades:	G, A, L		
RHT1	Hot Tub	Quantity		
RRSS	Sauna	Quantity		
	Allowable Grades:	G, A, L		
TENNIS COURTS				
RTC1	Asphalt	Quantity	1	3
RTC2	Concrete	Quantity	1	3
RTC3	Clay	Quantity	1	3
	Allowable Grades:	G, A, L		

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS, CONT.

B. AGRICULTURAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM
MAXIMUM			
AGRICULTURAL SHEDS			
AASC	Shed, Concrete block 5,000 SF	Dim or Sq.ft.	15 SF
AASF	Shed, Wood Frame 5,000 SF	Dim or Sq.ft.	15 SF
AASM	Shed, Metal Frame 5,000 SF	Dim or Sq.ft.	15 SF
	Allowable Grades:	G, A, L, C	
BANK & STANDARD BARNs			
AAB1	Bank Barn 20,000 SF	Dim or Sq.ft.	500 SF
AAB2	Standard Barn 20,000 SF	Dim or Sq.ft.	500 SF
	Allowable Grades:	E, G, A, L, C	
FARM ELEVATORS & DRIVE HOUSES			
AAE1	Woodcrib 200,000 BU	Bushels	500 BU
AAE2	Concrete 200,000 BU	Bushels	500 BU
AAE3	Drive House, Unique, LC 5,000 SF	Dim. or Sq. Ft.	100 SF
AAE4	Drive House, Wd/Mtl, Gd 5,000 SF	Dim. or Sq. Ft.	100 SF
AAE5	Drive House, Wd/Mtl, Avg 5,000 SF	Dim. or Sq. Ft.	100 SF
AAE6	Drive House, Wd/Mtl, LC 5,000 SF	Dim. or Sq. Ft.	100 SF
AAE7	Drive House, Conc., Gd 5,000 SF	Dim. or Sq. Ft.	100 SF
AAE8	Drive House, Conc., Avg 5,000 SF	Dim. or Sq. Ft.	100 SF
AAE9	Concrete grain elevator, 200,001+ bushels 1,000,000 BU	Bushels	200,001 BU
AAN1	Annex, Wood Crib 200,000 BU	Bushels	500 BU
AAN2	Annex, Concrete 200,000 BU	Bushels	500 BU
AAN3	Annex, concrete grain, 200,001+ bushels 1,000,000 BU	Bushels	200,001 BU
	Allowable Grades:	E, G, A, L, C	

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS, CONT.

B. AGRICULTURAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM	MAXIMUM
MACHINERY & EQUIPMENT FOR GRAIN FACILITIES				
AAML	M & E Low Cost	Bushels	500 BU	200,000 BU
AAMA	M & E Avg Cost	Bushels	500 BU	200,000 BU
AAMG	M & E Good Cost	Bushels	500 BU	200,000 BU
AAME	M & E Excellent Cost	Bushels	500 BU	200,000 BU
AAML2	M & E, low cost, 200,001+ bushels	Bushels	200,001 BU	
AAMA2	M&E, average cost, 200,001+ Bushels	Busehls	200,001 BU	
AAMG2	M&E, good cost, 200,001+ bushels	Bushels	200,001 BU	
AAME2	M&E, excellent cost, 200,001+ bushels	Bushels	200,001 BU	
CATTLE FEED BUNKS and FENCE BUNKS				
AAF1	Concrete feed bunk	Linear feet	5 LF	10,000 LF
AAF2	Post & plank bunk	Linear feet	5 LF	10,000 LF
AAF3	Concrete fence bunk	Linear feet	5 LF	10,000 LF
AAF4	Post & plank fence bunk	Linear feet	5 LF	10,000 LF
	Allowable Grades:	G, A, L		
FUEL STORAGE TANKS				
AAU1	Fuel tanks, underground	Gallons	100 GL	10,000 GL
AAU2	Fuel tanks, aboveground	Gallons	100 GL	15,000 GL
AAU3	Horizontal pressure tank	Gallons	100 GL	4,000 GL
AAU3A	Horizontal pressure tank, 4,001+ gallons	Gallons	4,001 GL	
AAU4	Fuel tanks, abv ground, sngl conc vault	Gallons	100 GL	10,000 GL
AAU5	Fuel tanks, abv ground, dbl conc vault	Gallons	100 GL	10,000 GL
	Allowable Grades:	G, A, L		
GRANARIES				
AAR1	Granary	Dim or Sq.ft.	100 SF	5,000 SF
ARENAS				
AAA1	Horse arena, frame	Dim or Sq.ft.	500 SF	100,000 SF
AAA2	Horse arena, pole	Dim or Sq.ft.	500 SF	100,000 SF
AAA3	Horse arena, lean-to, frame	Dim or Sq.ft.	500 SF	100,000 SF
SFAAA4	Horse arena, lean-to, pole	Dim or Sq.ft.	500 SF	100,000 SF
HORSE BARN & STABLES				
AAD1	Horse Barn or Stable	Dim or Sq.ft.	500 SF	20,000 SF
	Allowable Grades:	E, G, A, L, C		

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS, CONT.

B. AGRICULTURAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM	MAXIMUM
AGRICULTURAL COOLERS & FREEZERS				
ACF1	Cooler, 32° to 60°, built-in	Dim or Sq.ft.	20 SF	1500 SF
ACF2	Chiller, 6° to 31°, built-in	Dim or Sq.ft.	20 SF	1500 SF
ACF3	Freezer, -15° to +5°, built-in	Dim or Sq.ft.	20 SF	1500 SF
ACF4	Sharp freezer, -45° to -16°, built-in	Dim or Sq.ft.	20 SF	1500 SF
	Allowable Grades:	G, A, L		
IMPLEMENT SHEDS				
AAI1	Shed, wood frame	Dim or Sq.ft.	200 SF	20,000 SF
AAI2	Shed, concrete block	Dim or Sq.ft.	200 SF	20,000 SF
	Allowable Grades:	G, A, L		
LEAN-TO				
AAL1	1-Story lean-to (pole frame)	Dim or Sq.ft.	10 SF	5,000 SF
AAL2	1-Story lean-to (mtl frame)	Dim or Sq.ft.	10 SF	5,000 SF
	Allowable Grades:	G, A, L		
MILK HOUSES & MILKING PARLORS				
AAM1	Milk House, Attached, Frame	Dim or Sq.ft.	100 SF	5,000 SF
AAM2	Milk House, Attached, CB/tile	Dim or Sq.ft.	100 SF	5,000 SF
AAM3	Milk House, Detached, Frame	Dim or Sq.ft.	100 SF	5,000 SF
AAM4	Milk House, Detached, CB/tile	Dim or Sq.ft.	100 SF	5,000 SF
AAM5	Milking Parlor, Framed	Dim or Sq.ft.	100 SF	5,000 SF
AAM6	Milking Parlor, CB/tile	Dim or Sq.ft.	100 SF	5,000 SF
	Allowable Grades:	E, G, A, L		
POLE FRAME BUILDINGS				
AAP1	Four sides closed, metal	Dim or Sq.ft.	80 SF	35,000 SF
AAP2	Four sides closed, wood	Dim or Sq.ft.	80 SF	35,000 SF
AAP3	One side open, metal	Dim or Sq.ft.	80 SF	35,000 SF
AAP4	One side open, wood	Dim or Sq.ft.	80 SF	35,000 SF
AAP5	Four sides open, metal	Dim or Sq.ft.	80 SF	35,000 SF
AAP6	Four sides open, wood	Dim or Sq.ft.	80 SF	35,000 SF
	Allowable Grades:	G, A, L		
POTATO STORAGE				
AAO1	Storage, underground	Dim or Sq.ft.	500 SF	25,000 SF
AOA2	Storage, aboveground	Dim or Sq.ft.	500 SF	25,000 SF
	Allowable Grades:	G, A, L		

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS, CONT.

B. AGRICULTURAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM	MAXIMUM
POULTRY HOUSES				
AAH1	1-Story frame or metal	Dim or Sq.ft.	750 SF	20,000 SF
AAH2	2-Story frame or metal	Dim or Sq.ft.	750 SF	20,000 SF
AAH3	3-Story frame or metal	Dim or Sq.ft.	750 SF	20,000 SF
AAH4	1-Story concrete block	Dim or Sq.ft.	750 SF	20,000 SF
AAH5	2-Story concrete block	Dim or Sq.ft.	750 SF	20,000 SF
AAH6	3-Story concrete block	Dim or Sq.ft.	750 SF	20,000 SF
	Allowable Grades:	E, G, A, L		
PREFABRICATED STEEL BUILDINGS				
AAX1	Prefab building with vertical walls	Dim or Sq.ft.	200 SF	30,000 SF
AAX2	Prefab building with slant walls	Dim or Sq.ft.	200 SF	30,000 SF
	Allowable Grades:	G, A, L		
QUONSET BUILDINGS				
AAQ1	Quonset building	Dim or Sq.ft.	500 SF	30,000 SF
	Allowable Grades:	G, A, L, C		
SCALES				
ACA1	Scales, platform	Capacity	10,000 LBS	40,000 LBS
ACA2	Scales, truck	Capacity	10,000 LBS	100,000 LBS
ACA3	Scales, cattle	Capacity	10,000 LBS	40,000 LBS
	Allowable Grades:	A		
SILOS				
AAS1	Conc stave, with roof	Diam x Hgt	1,500 BU	75,000 BU
AAS2	Conc stave, without roof	Diam x Hgt	1,500 BU	75,000 BU
AAS3	Butler LMS silo (low moisture silo)	Diam x Hgt	1,500 BU	100,000 BU
AAS4	Porcelain silo	Diam x Hgt	3,000 BU	200,000 BU
AAS5	Prefabricated steel silo	Diam x Hgt	1,500 BU	100,000 BU
AAS6	Prefabricated steel, high moisture	Diam x Hgt	1,500 BU	100,000 BU
AAK1	Bunker silo	Hgt x LF	10 SF	3,000 SF
AAT1	Trench, conc or plank	Depth x LF	10 LF	3,000 LF
AAT2	Trench, dirt	Depth x LF	10 LF	3,000 LF
	Allowable Grades:	G, A, L		
SLURRY SYSTEMS				
AAY1	Circular system	Gallons	20,000 GAL	999,999 GAL
AAY2	Rectangular system	Gallons	20,000 GAL	999,999 GAL
	Allowable Grades:	A		

TABLE OF CODES FOR RESIDENTIAL/AGRICULTURAL OTHER BUILDING & YARD IMPROVEMENTS, CONT.

B. AGRICULTURAL

CODE	DESCRIPTION	MEASUREMENT	MINIMUM	MAXIMUM
STEEL BINS				
AAG1	Grain bins, without bin aerator	Diam x Hgt	500 BU	60,000 BU
AAG2	Grain bins, with bin aerator	Diam x Hgt	500 BU	60,000 BU
AAG3	Steel hopper bins	Diam x Hgt	120 BU	10,000 BU
AAG4	Grain bins without bin aerator	Diam x Hgt	60,000 BU	200,000 BU
AAG5	Grain bins with bin aerator	Diam x Hgt	60,000 BU	200,000 BU
	Allowable Grades:	G, A, L		
SWINE BARNS				
AW1	Swine farrowing barn	Dim or Sq.ft.	200 SF	30,000 SF
AW2	Swine finishing barn	Dim or Sq.ft.	200 SF	30,000 SF
AW3	Swine confinement barn	Dim or Sq.ft.	200 SF	30,000 SF
	Allowable Grades:	E, G, A, L, C		
SPECIAL MODIFICATION CODES				
FW1	Wood Pens	Linear feet	10 LF	20,000 LF
FW2	Steel Pens	Linear feet	10 LF	20,000 LF
FW3	Fans	Quantity		
FW4	Waterers	Quantity		
FW5	Feeders	Linear feet	10 LF	20,000 LF
FW6	Stalls	Quantity		

MODIFICATION CODE BY STRUCTURE TYPE TABLES

OBY Code	MOD Code	MOD Code Description
AAA1	1	No lighting
AAA1	2	Insulation
AAA1	3	Heating
AAA1	A	Hgt Adj. -1'
AAA1	B	Hgt Adj. -2'
AAA1	C	Hgt Adj. -3'
AAA1	D	Hgt Adj. +1'
AAA1	E	Hgt Adj. +2'
AAA1	F	Hgt Adj. +3'
AAA1	G	Hgt Adj. +4'
AAA1	H	Hgt Adj. +6'
AAA1	I	Hgt Adj. +8'
AAA1	J	Hgt Adj. +10'
AAA1	K	Hgt Adj. +12'
AAA1	L	Hgt Adj. +14'
AAA1	P	No water service
AAA1	PF	Plumbing Fixture

AAA2	1	No lighting
AAA2	2	Insulation
AAA2	3	Heating
AAA2	A	Hgt Adj. -1'
AAA2	B	Hgt Adj. -2'
AAA2	C	Hgt Adj. -3'
AAA2	D	Hgt Adj. +1'
AAA2	E	Hgt Adj. +2'
AAA2	F	Hgt Adj. +3'
AAA2	G	Hgt Adj. +4'
AAA2	H	Hgt Adj. +6'
AAA2	I	Hgt Adj. +8'
AAA2	J	Hgt Adj. +10'
AAA2	K	Hgt Adj. +12'
AAA2	L	Hgt Adj. +14'
AAA2	P	No water service
AAA2	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBV Code	MOD Code	MOD Code Description
AAA3	1	No lighting
AAA3	2	Insulation
AAA3	3	Heating
AAA3	A	Hgt Adj. -1'
AAA3	B	Hgt Adj. -2'
AAA3	C	Hgt Adj. -3'
AAA3	D	Hgt Adj. +1'
AAA3	E	Hgt Adj. +2'
AAA3	F	Hgt Adj. +3'
AAA3	G	Hgt Adj. +4'
AAA3	H	Hgt Adj. +6'
AAA3	I	Hgt Adj. +8'
AAA3	J	Hgt Adj. +10'
AAA3	K	Hgt Adj. +12'
AAA3	L	Hgt Adj. +14'
AAA3	P	No water service
AAA3	PF	Plumbing Fixture

AAA4	1	No lighting
AAA4	2	Insulation
AAA4	3	Heating
AAA4	A	Hgt Adj. -1'
AAA4	B	Hgt Adj. -2'
AAA4	C	Hgt Adj. -3'
AAA4	D	Hgt Adj. +1'
AAA4	E	Hgt Adj. +2'
AAA4	F	Hgt Adj. +3'
AAA4	G	Hgt Adj. +4'
AAA4	H	Hgt Adj. +6'
AAA4	I	Hgt Adj. +8'
AAA4	J	Hgt Adj. +10'
AAA4	K	Hgt Adj. +12'
AAA4	L	Hgt Adj. +14'
AAA4	P	No water service
AAA4	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBV Code	MOD Code	MOD Code Description
AAF4	FF1	Roof - 10' wide
AAF4	FF2	Mech. Feeder - automatic
AAF4	FF3	Mech. Feeder - manual
AAF4	FF4	Concrete Apron - 10' wide
AAF4	FF5	Stock Waterer - cattle
AAF4	FF6	Stock Waterer - hog

AAG1	1	Concrete Floor
AAG1	2	Steel Floor

AAG2	1	Concrete Floor
AAG2	2	Steel Floor

AAH1	1	Earth Floor
AAH1	2	No lighting
AAH1	3	Wood Floor
AAH1	4	Heating
AAH1	6	Insulation - 1st floor
AAH1	7	Insulation - 2nd floor
AAH1	8	Insulation - 3rd floor
AAH1	A	Hgt Adj. -1'
AAH1	B	Hgt Adj. -2'
AAH1	C	Hgt Adj. -3'
AAH1	D	Hgt Adj. +1'
AAH1	E	Hgt Adj. +2'
AAH1	F	Hgt Adj. +3'
AAH1	G	Hgt Adj. +4'
AAH1	H	Hgt Adj. +6'
AAH1	I	Hgt Adj. +8'
AAH1	J	Hgt Adj. +10'
AAH1	K	Hgt Adj. +12'
AAH1	L	Hgt Adj. +14'
AAH1	P	Water Service

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
AAH2	1	Earth Floor
AAH2	2	No lighting
AAH2	3	Wood Floor
AAH2	4	Heating
AAH2	6	Insulation - 1st floor
AAH2	7	Insulation - 2nd floor
AAH2	8	Insulation - 3rd floor
AAH2	A	Hgt Adj. -1'
AAH2	B	Hgt Adj. -2'
AAH2	C	Hgt Adj. -3'
AAH2	D	Hgt Adj. +1'
AAH2	E	Hgt Adj. +2'
AAH2	F	Hgt Adj. +3'
AAH2	G	Hgt Adj. +4'
AAH2	H	Hgt Adj. +6'
AAH2	I	Hgt Adj. +8'
AAH2	J	Hgt Adj. +10'
AAH2	K	Hgt Adj. +12'
AAH2	L	Hgt Adj. +14'
AAH2	P	Water Service

AAH3	1	Earth Floor
AAH3	2	No lighting
AAH3	3	Wood Floor
AAH3	4	Heating
AAH3	6	Insulation - 1st floor
AAH3	7	Insulation - 2nd floor
AAH3	8	Insulation - 3rd floor
AAH3	A	Hgt Adj. -1'
AAH3	B	Hgt Adj. -2'
AAH3	C	Hgt Adj. -3'
AAH3	D	Hgt Adj. +1'
AAH3	E	Hgt Adj. +2'
AAH3	F	Hgt Adj. +3'
AAH3	G	Hgt Adj. +4'
AAH3	H	Hgt Adj. +6'
AAH3	I	Hgt Adj. +8'
AAH3	J	Hgt Adj. +10'
AAH3	K	Hgt Adj. +12'
AAH3	L	Hgt Adj. +14'
AAH3	P	Water Service

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAH4	1	Earth Floor
AAH4	2	No lighting
AAH4	3	Wood Floor
AAH4	4	Heating
AAH4	6	Insulation - 1st floor
AAH4	7	Insulation - 2nd floor
AAH4	8	Insulation - 3rd floor
AAH4	A	Hgt Adj. -1'
AAH4	B	Hgt Adj. -2'
AAH4	C	Hgt Adj. -3'
AAH4	D	Hgt Adj. +1'
AAH4	E	Hgt Adj. +2'
AAH4	F	Hgt Adj. +3'
AAH4	G	Hgt Adj. +4'
AAH4	H	Hgt Adj. +6'
AAH4	I	Hgt Adj. +8'
AAH4	J	Hgt Adj. +10'
AAH4	K	Hgt Adj. +12'
AAH4	L	Hgt Adj. +14'
AAH4	P	Water Service

AAH5	1	Earth Floor
AAH5	2	No lighting
AAH5	3	Wood Floor
AAH5	4	Heating
AAH5	6	Insulation - 1st floor
AAH5	7	Insulation - 2nd floor
AAH5	8	Insulation - 3rd floor
AAH5	A	Hgt Adj. -1'
AAH5	B	Hgt Adj. -2'
AAH5	C	Hgt Adj. -3'
AAH5	D	Hgt Adj. +1'
AAH5	E	Hgt Adj. +2'
AAH5	F	Hgt Adj. +3'
AAH5	G	Hgt Adj. +4'
AAH5	H	Hgt Adj. +6'
AAH5	I	Hgt Adj. +8'
AAH5	J	Hgt Adj. +10'
AAH5	K	Hgt Adj. +12'
AAH5	L	Hgt Adj. +14'
AAH5	P	Water Service

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
AAH6	1	Earth Floor
AAH6	2	No lighting
AAH6	3	Wood Floor
AAH6	4	Heating
AAH6	6	Insulation - 1st floor
AAH6	7	Insulation - 2nd floor
AAH6	8	Insulation - 3rd floor
AAH6	A	Hgt Adj. -1'
AAH6	B	Hgt Adj. -2'
AAH6	C	Hgt Adj. -3'
AAH6	D	Hgt Adj. +1'
AAH6	E	Hgt Adj. +2'
AAH6	F	Hgt Adj. +3'
AAH6	G	Hgt Adj. +4'
AAH6	H	Hgt Adj. +6'
AAH6	I	Hgt Adj. +8'
AAH6	J	Hgt Adj. +10'
AAH6	K	Hgt Adj. +12'
AAH6	L	Hgt Adj. +14'
AAH6	P	Water Service

AAI1	1	Concrete Floor
AAI1	2	No electricity
AAI1	3	Insulation
AAI1	4	Heating
AAI1	5	Enameled Steel
AAI1	6	Lining
AAI1	7	Loft
AAI1	A	Hgt Adj. -1'
AAI1	B	Hgt Adj. -2'
AAI1	C	Hgt Adj. -3'
AAI1	D	Hgt Adj. +1'
AAI1	E	Hgt Adj. +2'
AAI1	F	Hgt Adj. +3'
AAI1	G	Hgt Adj. +4'
AAI1	H	Hgt Adj. +6'
AAI1	I	Hgt Adj. +8'
AAI1	J	Hgt Adj. +10'
AAI1	K	Hgt Adj. +12'
AAI1	L	Hgt Adj. +14'
AAI1	P	Water Service
AAI1	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAI2	1	Concrete Floor
AAI2	2	No electricity
AAI2	3	Insulation
AAI2	4	Heating
AAI2	5	Enameled Steel
AAI2	6	Lining
AAI2	7	Loft
AAI2	A	Hgt Adj. -1'
AAI2	B	Hgt Adj. -2'
AAI2	C	Hgt Adj. -3'
AAI2	D	Hgt Adj. +1'
AAI2	E	Hgt Adj. +2'
AAI2	F	Hgt Adj. +3'
AAI2	G	Hgt Adj. +4'
AAI2	H	Hgt Adj. +6'
AAI2	I	Hgt Adj. +8'
AAI2	J	Hgt Adj. +10'
AAI2	K	Hgt Adj. +12'
AAI2	L	Hgt Adj. +14'
AAI2	P	Water Service
AAI2	PF	Plumbing Fixture

AAK1	1	20' wide
AAK1	2	40' wide
AAK1	3	50' wide
AAK1	4	60' wide
AAK1	5	80' wide
AAK1	6	100' wide

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAL1	1	Concrete Floor
AAL1	2	Lighting
AAL1	3	Insulation
AAL1	4	Wood Siding
AAL1	5	Enameled Steel
AAL1	A	Hgt Adj. -1'
AAL1	B	Hgt Adj. -2'
AAL1	C	Hgt Adj. -3'
AAL1	D	Hgt Adj. +1'
AAL1	E	Hgt Adj. +2'
AAL1	F	Hgt Adj. +3'
AAL1	G	Hgt Adj. +4'
AAL1	H	Hgt Adj. +6'
AAL1	I	Hgt Adj. +8'
AAL1	J	Hgt Adj. +10'
AAL1	K	Hgt Adj. +12'
AAL1	L	Hgt Adj. +14'
AAL1	PF	Plumbing Fixture

AAL2	1	Concrete Floor
AAL2	2	Lighting
AAL2	3	Insulation
AAL2	4	Wood Siding
AAL2	5	Enameled Steel
AAL2	A	Hgt Adj. -1'
AAL2	B	Hgt Adj. -2'
AAL2	C	Hgt Adj. -3'
AAL2	D	Hgt Adj. +1'
AAL2	E	Hgt Adj. +2'
AAL2	F	Hgt Adj. +3'
AAL2	G	Hgt Adj. +4'
AAL2	H	Hgt Adj. +6'
AAL2	I	Hgt Adj. +8'
AAL2	J	Hgt Adj. +10'
AAL2	K	Hgt Adj. +12'
AAL2	L	Hgt Adj. +14'
AAL2	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAM1	1	Metal Roof
AAM1	2	Wood Shingles
AAM1	3	Composition Roof
AAM1	4	No heat
AAM1	5	Lining
AAM1	6	Loft
AAM1	A	Hgt Adj. -1'
AAM1	B	Hgt Adj. -2'
AAM1	C	Hgt Adj. -3'
AAM1	D	Hgt Adj. +1'
AAM1	E	Hgt Adj. +2'
AAM1	F	Hgt Adj. +3'
AAM1	G	Hgt Adj. +4'
AAM1	H	Hgt Adj. +6'
AAM1	I	Hgt Adj. +8'
AAM1	J	Hgt Adj. +10'
AAM1	K	Hgt Adj. +12'
AAM1	L	Hgt Adj. +14'
AAM1	PF	Plumbing Fixture

AAM2	1	Metal Roof
AAM2	2	Wood Shingles
AAM2	3	Composition Roof
AAM2	4	No heat
AAM2	5	Lining
AAM2	6	Loft
AAM2	A	Hgt Adj. -1'
AAM2	B	Hgt Adj. -2'
AAM2	C	Hgt Adj. -3'
AAM2	D	Hgt Adj. +1'
AAM2	E	Hgt Adj. +2'
AAM2	F	Hgt Adj. +3'
AAM2	G	Hgt Adj. +4'
AAM2	H	Hgt Adj. +6'
AAM2	I	Hgt Adj. +8'
AAM2	J	Hgt Adj. +10'
AAM2	K	Hgt Adj. +12'
AAM2	L	Hgt Adj. +14'
AAM2	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
AAM3	1	Metal Roof
AAM3	2	Wood Shingles
AAM3	3	Composition Roof
AAM3	4	No heat
AAM3	5	Lining
AAM3	6	Loft
AAM3	A	Hgt Adj. -1'
AAM3	B	Hgt Adj. -2'
AAM3	C	Hgt Adj. -3'
AAM3	D	Hgt Adj. +1'
AAM3	E	Hgt Adj. +2'
AAM3	F	Hgt Adj. +3'
AAM3	G	Hgt Adj. +4'
AAM3	H	Hgt Adj. +6'
AAM3	I	Hgt Adj. +8'
AAM3	J	Hgt Adj. +10'
AAM3	K	Hgt Adj. +12'
AAM3	L	Hgt Adj. +14'
AAM3	PF	Plumbing Fixture

AAM4	1	Metal Roof
AAM4	2	Wood Shingles
AAM4	3	Composition Roof
AAM4	4	No heat
AAM4	5	Lining
AAM4	6	Loft
AAM4	A	Hgt Adj. -1'
AAM4	B	Hgt Adj. -2'
AAM4	C	Hgt Adj. -3'
AAM4	D	Hgt Adj. +1'
AAM4	E	Hgt Adj. +2'
AAM4	F	Hgt Adj. +3'
AAM4	G	Hgt Adj. +4'
AAM4	H	Hgt Adj. +6'
AAM4	I	Hgt Adj. +8'
AAM4	J	Hgt Adj. +10'
AAM4	K	Hgt Adj. +12'
AAM4	L	Hgt Adj. +14'
AAM4	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAO1	1	Concrete Floor
AAO1	2	No lighting
AAO1	3	Pole Frame
AAO1	A	Hgt Adj. -1'
AAO1	B	Hgt Adj. -2'
AAO1	C	Hgt Adj. -3'
AAO1	D	Hgt Adj. +1'
AAO1	E	Hgt Adj. +2'
AAO1	F	Hgt Adj. +3'
AAO1	G	Hgt Adj. +4'
AAO1	H	Hgt Adj. +6'
AAO1	I	Hgt Adj. +8'
AAO1	J	Hgt Adj. +10'
AAO1	K	Hgt Adj. +12'
AAO1	L	Hgt Adj. +14'
AAO1	P	Water Service

AAO2	1	Concrete Floor
AAO2	2	No lighting
AAO2	3	Pole Frame
AAO2	A	Hgt Adj. -1'
AAO2	B	Hgt Adj. -2'
AAO2	C	Hgt Adj. -3'
AAO2	D	Hgt Adj. +1'
AAO2	E	Hgt Adj. +2'
AAO2	F	Hgt Adj. +3'
AAO2	G	Hgt Adj. +4'
AAO2	H	Hgt Adj. +6'
AAO2	I	Hgt Adj. +8'
AAO2	J	Hgt Adj. +10'
AAO2	K	Hgt Adj. +12'
AAO2	L	Hgt Adj. +14'
AAO2	P	Water Service

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
AAO1	1	Concrete Floor
AAO1	2	No lighting
AAO1	3	Pole Frame
AAO1	A	Hgt Adj. -1'
AAO1	B	Hgt Adj. -2'
AAO1	C	Hgt Adj. -3'
AAO1	D	Hgt Adj. +1'
AAO1	E	Hgt Adj. +2'
AAO1	F	Hgt Adj. +3'
AAO1	G	Hgt Adj. +4'
AAO1	H	Hgt Adj. +6'
AAO1	I	Hgt Adj. +8'
AAO1	J	Hgt Adj. +10'
AAO1	K	Hgt Adj. +12'
AAO1	L	Hgt Adj. +14'
AAO1	P	Water Service

AAO2	1	Concrete Floor
AAO2	2	No lighting
AAO2	3	Pole Frame
AAO2	A	Hgt Adj. -1'
AAO2	B	Hgt Adj. -2'
AAO2	C	Hgt Adj. -3'
AAO2	D	Hgt Adj. +1'
AAO2	E	Hgt Adj. +2'
AAO2	F	Hgt Adj. +3'
AAO2	G	Hgt Adj. +4'
AAO2	H	Hgt Adj. +6'
AAO2	I	Hgt Adj. +8'
AAO2	J	Hgt Adj. +10'
AAO2	K	Hgt Adj. +12'
AAO2	L	Hgt Adj. +14'
AAO2	P	Water Service

OBY Code	MOD Code	MOD Code Description
AAP1	1	Concrete Floor
AAP1	2	No electricity
AAP1	3	Insulation
AAP1	4	Wood Lining
AAP1	6	Enameled Steel
AAP1	7	Lining
AAP1	8	Loft
AAP1	9	Heat
AAP1	A	Hgt Adj. -1'
AAP1	B	Hgt Adj. -2'
AAP1	C	Hgt Adj. -3'
AAP1	D	Hgt Adj. +1'
AAP1	E	Hgt Adj. +2'
AAP1	F	Hgt Adj. +3'
AAP1	G	Hgt Adj. +4'
AAP1	H	Hgt Adj. +6'
AAP1	I	Hgt Adj. +8'
AAP1	J	Hgt Adj. +10'
AAP1	K	Hgt Adj. +12'
AAP1	L	Hgt Adj. +14'
AAP1	P	Water Service
AAP1	PF	Plumbing Fixture

AAP2	1	Concrete Floor
AAP2	2	No electricity
AAP2	3	Insulation
AAP2	4	Wood Lining
AAP2	6	Enameled Steel
AAP2	7	Lining
AAP2	8	Loft
AAP2	9	Heat
AAP2	A	Hgt Adj. -1'
AAP2	B	Hgt Adj. -2'
AAP2	C	Hgt Adj. -3'
AAP2	D	Hgt Adj. +1'
AAP2	E	Hgt Adj. +2'
AAP2	F	Hgt Adj. +3'
AAP2	G	Hgt Adj. +4'
AAP2	H	Hgt Adj. +6'
AAP2	I	Hgt Adj. +8'
AAP2	J	Hgt Adj. +10'
AAP2	K	Hgt Adj. +12'
AAP2	L	Hgt Adj. +14'
AAP2	P	Water Service
AAP2	PF	Plumbing Fixture

OBY Code	MOD Code	MOD Code Description
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AAP3	1	Concrete Floor
AAP3	2	No electricity
AAP3	3	Insulation
AAP3	4	Wood Lining
AAP3	6	Enameled Steel
AAP3	7	Lining
AAP3	8	Loft
AAP3	A	Hgt Adj. -1'
AAP3	B	Hgt Adj. -2'
AAP3	C	Hgt Adj. -3'
AAP3	D	Hgt Adj. +1'
AAP3	E	Hgt Adj. +2'
AAP3	F	Hgt Adj. +3'
AAP3	G	Hgt Adj. +4'
AAP3	H	Hgt Adj. +6'
AAP3	I	Hgt Adj. +8'
AAP3	J	Hgt Adj. +10'
AAP3	K	Hgt Adj. +12'
AAP3	L	Hgt Adj. +14'
AAP3	P	Water Service

AAP4	1	Concrete Floor
AAP4	2	No electricity
AAP4	3	Insulation
AAP4	4	Wood Lining
AAP4	6	Enameled Steel
AAP4	7	Lining
AAP4	8	Loft
AAP4	A	Hgt Adj. -1'
AAP4	B	Hgt Adj. -2'
AAP4	C	Hgt Adj. -3'
AAP4	D	Hgt Adj. +1'
AAP4	E	Hgt Adj. +2'
AAP4	F	Hgt Adj. +3'
AAP4	G	Hgt Adj. +4'
AAP4	H	Hgt Adj. +6'
AAP4	I	Hgt Adj. +8'
AAP4	J	Hgt Adj. +10'
AAP4	K	Hgt Adj. +12'
AAP4	L	Hgt Adj. +14'
AAP4	P	Water Service

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAP5	1	Concrete Floor
AAP5	2	No electricity
AAP5	3	Insulation
AAP5	4	Wood Lining
AAP5	6	Enameled Steel
AAP5	7	Lining
AAP5	8	Loft
AAP5	A	Hgt Adj. -1'
AAP5	B	Hgt Adj. -2'
AAP5	C	Hgt Adj. -3'
AAP5	D	Hgt Adj. +1'
AAP5	E	Hgt Adj. +2'
AAP5	F	Hgt Adj. +3'
AAP5	G	Hgt Adj. +4'
AAP5	H	Hgt Adj. +6'
AAP5	I	Hgt Adj. +8'
AAP5	J	Hgt Adj. +10'
AAP5	K	Hgt Adj. +12'
AAP5	L	Hgt Adj. +14'

AAP6	1	Concrete Floor
AAP6	2	No electricity
AAP6	3	Insulation
AAP6	4	Wood Lining
AAP6	6	Enameled Steel
AAP6	7	Lining
AAP6	8	Loft
AAP6	A	Hgt Adj. -1'
AAP6	B	Hgt Adj. -2'
AAP6	C	Hgt Adj. -3'
AAP6	D	Hgt Adj. +1'
AAP6	E	Hgt Adj. +2'
AAP6	F	Hgt Adj. +3'
AAP6	G	Hgt Adj. +4'
AAP6	H	Hgt Adj. +6'
AAP6	I	Hgt Adj. +8'
AAP6	J	Hgt Adj. +10'
AAP6	K	Hgt Adj. +12'
AAP6	L	Hgt Adj. +14'

OBY Code	MOD Code	MOD Code Description
AAQ1	1	Earth Floor
AAQ1	2	No lighting
AAQ1	3	Insulation
AAQ1	4	Heating
AAQ1	5	Grain Package
AAQ1	6	Lining
AAQ1	7	Loft
AAQ1	A	Hgt Adj. -1'
AAQ1	B	Hgt Adj. -2'
AAQ1	C	Hgt Adj. -3'
AAQ1	D	Hgt Adj. +1'
AAQ1	E	Hgt Adj. +2'
AAQ1	F	Hgt Adj. +3'
AAQ1	G	Hgt Adj. +4'
AAQ1	H	Hgt Adj. +6'
AAQ1	I	Hgt Adj. +8'
AAQ1	J	Hgt Adj. +10'
AAQ1	K	Hgt Adj. +12'
AAQ1	L	Hgt Adj. +14'
AAQ1	P	Water Service
AAQ1	PF	Plumbing Fixture

AAR1	2	Metal Wall
AAR1	5	No lighting
AAR1	6	Pier Foundation
AAR1	A	Hgt Adj. -1'
AAR1	B	Hgt Adj. -2'
AAR1	C	Hgt Adj. -3'
AAR1	D	Hgt Adj. +1'
AAR1	E	Hgt Adj. +2'
AAR1	F	Hgt Adj. +3'
AAR1	G	Hgt Adj. +4'
AAR1	H	Hgt Adj. +6'
AAR1	I	Hgt Adj. +8'
AAR1	J	Hgt Adj. +10'
AAR1	K	Hgt Adj. +12'
AAR1	L	Hgt Adj. +14'

AAS1	1	17' Auto Unloader
AAS1	2	20' Auto Unloader
AAS1	3	25' Auto Unloader
AAS1	4	18' Auto Unloader
AAS1	5	22' Auto Unloader
AAS1	6	26' Auto Unloader

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAS2	1	17' Auto Unloader
AAS2	2	20' Auto Unloader
AAS2	3	25' Auto Unloader
AAS2	4	18' Auto Unloader
AAS2	5	22' Auto Unloader
AAS2	6	26' Auto Unloader

AAS3	1	17' Auto Unloader
AAS3	2	20' Auto Unloader
AAS3	3	25' Auto Unloader
AAS3	4	18' Auto Unloader
AAS3	5	22' Auto Unloader
AAS3	6	26' Auto Unloader

AAS4	1	17' Auto Unloader
AAS4	2	20' Auto Unloader
AAS4	3	25' Auto Unloader
AAS4	4	18' Auto Unloader
AAS4	5	22' Auto Unloader
AAS4	6	26' Auto Unloader

AAS5	1	17' Auto Unloader
AAS5	2	20' Auto Unloader
AAS5	3	25' Auto Unloader
AAS5	4	18' Auto Unloader
AAS5	5	22' Auto Unloader
AAS5	6	26' Auto Unloader

AAS6	1	17' Auto Unloader
AAS6	2	20' Auto Unloader
AAS6	3	25' Auto Unloader
AAS6	4	18' Auto Unloader
AAS6	5	22' Auto Unloader
AAS6	6	26' Auto Unloader

OBV Code	MOD Code	MOD Code Description
AASC	1	Earth Floor
AASC	2	Concrete Floor
AASC	3	Insulation
AASC	4	Heating
AASC	5	Electricity
AASC	6	Lining
AASC	7	Loft
AASC	A	Hgt Adj. -1'
AASC	B	Hgt Adj. -2'
AASC	C	Hgt Adj. -3'
AASC	D	Hgt Adj. +1'
AASC	E	Hgt Adj. +2'
AASC	F	Hgt Adj. +3'
AASC	G	Hgt Adj. +4'
AASC	H	Hgt Adj. +6'
AASC	I	Hgt Adj. +8'
AASC	J	Hgt Adj. +10'
AASC	K	Hgt Adj. +12'
AASC	L	Hgt Adj. +14'
AASC	P	Water Service
AASC	PF	Plumbing Fixture

AASF	1	Earth Floor
AASF	2	Concrete Floor
AASF	3	Insulation
AASF	4	Heating
AASF	5	Electricity
AASF	6	Lining
AASF	7	Loft
AASF	A	Hgt Adj. -1'
AASF	B	Hgt Adj. -2'
AASF	C	Hgt Adj. -3'
AASF	D	Hgt Adj. +1'
AASF	E	Hgt Adj. +2'
AASF	F	Hgt Adj. +3'
AASF	G	Hgt Adj. +4'
AASF	H	Hgt Adj. +6'
AASF	I	Hgt Adj. +8'
AASF	J	Hgt Adj. +10'
AASF	K	Hgt Adj. +12'
AASF	L	Hgt Adj. +14'
AASF	P	Water Service
AASF	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AASM	1	Earth Floor
AASM	2	Concrete Floor
AASM	3	Insulation
AASM	4	Heating
AASM	5	Electricity
AASM	6	Lining
AASM	7	Loft
AASM	A	Hgt Adj. -1'
AASM	B	Hgt Adj. -2'
AASM	C	Hgt Adj. -3'
AASM	D	Hgt Adj. +1'
AASM	E	Hgt Adj. +2'
AASM	F	Hgt Adj. +3'
AASM	G	Hgt Adj. +4'
AASM	H	Hgt Adj. +6'
AASM	I	Hgt Adj. +8'
AASM	J	Hgt Adj. +10'
AASM	K	Hgt Adj. +12'
AASM	L	Hgt Adj. +14'
AASM	P	Water Service
AASM	PF	Plumbing Fixture

AAT1	1	20' Wide
AAT1	2	40' Wide
AAT1	3	50' Wide
AAT1	4	60' Wide
AAT1	5	80' Wide
AAT1	6	100' Wide

AAT2	1	20' Wide
AAT2	2	40' Wide
AAT2	3	50' Wide
AAT2	4	60' Wide
AAT2	5	80' Wide
AAT2	6	100' Wide

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
AAW1	1	25% Conc. Pit Area
AAW1	2	100% Conc. Pit Area
AAW1	3	Heating
AAW1	4	Conc Slab Floor
AAW1	5	No slotted floor
AAW1	A	Hgt Adj. -1'
AAW1	B	Hgt Adj. -2'
AAW1	C	Hgt Adj. -3'
AAW1	D	Hgt Adj. +1'
AAW1	E	Hgt Adj. +2'
AAW1	F	Hgt Adj. +3'
AAW1	FW1	Wood Pens
AAW1	FW2	Steel Pens
AAW1	FW4	Waterers
AAW1	FW5	Feeders
AAW1	FW6	Stalls
AAW1	FW7	Pressure Washers
AAW1	G	Hgt Adj. +4'
AAW1	H	Hgt Adj. +6'
AAW1	I	Hgt Adj. +8'
AAW1	J	Hgt Adj. +10'
AAW1	K	Hgt Adj. +12'
AAW1	L	Hgt Adj. +14'
AAW1	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAW2	1	25% Conc. Pit Area
AAW2	2	100% Conc. Pit Area
AAW2	3	Heating
AAW2	4	Conc Slab Floor
AAW2	5	No slotted floor
AAW2	A	Hgt Adj. -1'
AAW2	B	Hgt Adj. -2'
AAW2	C	Hgt Adj. -3'
AAW2	D	Hgt Adj. +1
AAW2	E	Hgt Adj. +2'
AAW2	F	Hgt Adj. +3'
AAW2	FW1	Wood Pens
AAW2	FW2	Steel Pens
AAW2	FW4	Waterers
AAW2	FW5	Feeders
AAW2	FW6	Stalls
AAW2	FW7	Pressure Washers
AAW2	G	Hgt Adj. +4'
AAW2	H	Hgt Adj. +6'
AAW2	I	Hgt Adj. +8'
AAW2	J	Hgt Adj. +10'
AAW2	K	Hgt Adj. +12'
AAW2	L	Hgt Adj. +14'
AAW2	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
AAW3	1	25% Conc. Pit Area
AAW3	2	100% Conc. Pit Area
AAW3	3	Heating
AAW3	4	Conc Slab Floor
AAW3	5	No slotted floor
AAW3	A	Hgt Adj. -1'
AAW3	B	Hgt Adj. -2'
AAW3	C	Hgt Adj. -3'
AAW3	D	Hgt Adj. +1'
AAW3	E	Hgt Adj. +2'
AAW3	F	Hgt Adj. +3'
AAW3	FW1	Wood Pens
AAW3	FW2	Steel Pens
AAW3	FW4	Waterers
AAW3	FW5	Feeders
AAW3	FW6	Stalls
AAW3	FW7	Pressure Washers
AAW3	G	Hgt Adj. +4'
AAW3	H	Hgt Adj. +6'
AAW3	I	Hgt Adj. +8'
AAW3	J	Hgt Adj. +10'
AAW3	K	Hgt Adj. +12'
AAW3	L	Hgt Adj. +14'
AAW3	PF	Plumbing Fixture

OBY Code	MOD Code	MOD Code Description
AAX1	1	Earth Floor
AAX1	2	No lighting
AAX1	3	Insulation
AAX1	4	Heating
AAX1	5	Grain Package
AAX1	6	Enameled Steel
AAX1	7	Lining
AAX1	8	Loft
AAX1	A	Hgt Adj. -1'
AAX1	B	Hgt Adj. -2'
AAX1	C	Hgt Adj. -3'
AAX1	D	Hgt Adj. +1'
AAX1	E	Hgt Adj. +2'
AAX1	F	Hgt Adj. +3'
AAX1	G	Hgt Adj. +4'
AAX1	H	Hgt Adj. +6'
AAX1	I	Hgt Adj. +8'
AAX1	J	Hgt Adj. +10'
AAX1	K	Hgt Adj. +12'
AAX1	L	Hgt Adj. +14'
AAX1	P	Water Service
AAX1	PF	Plumbing Fixture

AAX2	1	Earth Floor
AAX2	2	No lighting
AAX2	3	Insulation
AAX2	4	Heating
AAX2	5	Grain Package
AAX2	6	Enameled Steel
AAX2	7	Lining
AAX2	8	Loft
AAX2	A	Hgt Adj. -1'
AAX2	B	Hgt Adj. -2'
AAX2	C	Hgt Adj. -3'
AAX2	D	Hgt Adj. +1'
AAX2	E	Hgt Adj. +2'
AAX2	F	Hgt Adj. +3'
AAX2	G	Hgt Adj. +4'
AAX2	H	Hgt Adj. +6'
AAX2	I	Hgt Adj. +8'
AAX2	J	Hgt Adj. +10'
AAX2	K	Hgt Adj. +12'
AAX2	L	Hgt Adj. +14'
AAX2	P	Water Service
AAX2	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
RGH1	1	Concrete Floor
RGH1	2	Heating
RGH1	A	Hgt Adj. -1'
RGH1	B	Hgt Adj. -2'
RGH1	C	Hgt Adj. -3'
RGH1	D	Hgt Adj. +1'
RGH1	E	Hgt Adj. +2'
RGH1	F	Hgt Adj. +3'
RGH1	G	Hgt Adj. +4'
RGH1	H	Hgt Adj. +6'
RGH1	I	Hgt Adj. +8'
RGH1	J	Hgt Adj. +10'
RGH1	K	Hgt Adj. +12'
RGH1	L	Hgt Adj. +14'
RGH1	P	Water Service

RGH2	1	Concrete Floor
RGH2	2	Heating
RGH2	A	Hgt Adj. -1'
RGH2	B	Hgt Adj. -2'
RGH2	C	Hgt Adj. -3'
RGH2	D	Hgt Adj. +1'
RGH2	E	Hgt Adj. +2'
RGH2	F	Hgt Adj. +3'
RGH2	G	Hgt Adj. +4'
RGH2	H	Hgt Adj. +6'
RGH2	I	Hgt Adj. +8'
RGH2	J	Hgt Adj. +10'
RGH2	K	Hgt Adj. +12'
RGH2	L	Hgt Adj. +14'
RGH2	P	Water Service

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
RGH3	1	Concrete Floor
RGH3	2	Heating
RGH3	A	Hgt Adj. -1'
RGH3	B	Hgt Adj. -2'
RGH3	C	Hgt Adj. -3'
RGH3	D	Hgt Adj. +1'
RGH3	E	Hgt Adj. +2'
RGH3	F	Hgt Adj. +3'
RGH3	G	Hgt Adj. +4'
RGH3	H	Hgt Adj. +6'
RGH3	I	Hgt Adj. +8'
RGH3	J	Hgt Adj. +10'
RGH3	K	Hgt Adj. +12'
RGH3	L	Hgt Adj. +14'
RGH3	P	Water Service

RGH4	1	Concrete Floor
RGH4	2	Heating
RGH4	A	Hgt Adj. -1'
RGH4	B	Hgt Adj. -2'
RGH4	C	Hgt Adj. -3'
RGH4	D	Hgt Adj. +1'
RGH4	E	Hgt Adj. +2'
RGH4	F	Hgt Adj. +3'
RGH4	G	Hgt Adj. +4'
RGH4	H	Hgt Adj. +6'
RGH4	I	Hgt Adj. +8'
RGH4	J	Hgt Adj. +10'
RGH4	K	Hgt Adj. +12'
RGH4	L	Hgt Adj. +14'
RGH4	P	Water Service

OBY Code	MOD Code	MOD Code Description
RGH5	1	Concrete Floor
RGH5	2	Heating
RGH5	A	Hgt Adj. -1'
RGH5	B	Hgt Adj. -2'
RGH5	C	Hgt Adj. -3'
RGH5	D	Hgt Adj. +1'
RGH5	E	Hgt Adj. +2'
RGH5	F	Hgt Adj. +3'
RGH5	G	Hgt Adj. +4'
RGH5	H	Hgt Adj. +6'
RGH5	I	Hgt Adj. +8'
RGH5	J	Hgt Adj. +10'
RGH5	K	Hgt Adj. +12'
RGH5	L	Hgt Adj. +14'
RGH5	P	Water Service

RGH6	1	Concrete Floor
RGH6	2	Heating
RGH6	A	Hgt Adj. -1'
RGH6	B	Hgt Adj. -2'
RGH6	C	Hgt Adj. -3'
RGH6	D	Hgt Adj. +1'
RGH6	E	Hgt Adj. +2'
RGH6	F	Hgt Adj. +3'
RGH6	G	Hgt Adj. +4'
RGH6	H	Hgt Adj. +6'
RGH6	I	Hgt Adj. +8'
RGH6	J	Hgt Adj. +10'
RGH6	K	Hgt Adj. +12'
RGH6	L	Hgt Adj. +14'
RGH6	P	Water Service

RLA1	1	Earth Floor
RLA1	2	No Electricity
RLA1	3	Insulation
RLA1	4	Heating
RLA1	5	Garage Door Opener
RLA1	P	No plumbing
RLA1	PF	Plumbing Fixture

RPA1	1	Heating for Asphalt Paving
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RPA2	1	Heating for Concrete
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MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
RRA1	1	Heating
RRA1	2	Earth Floor
RRA1	3	No Electricity
RRA1	4	Insulation
RRA1	5	Electric Door Opener
RRA1	6	Loft
RRA1	7	Attic (finished)
RRA1	8	1/2 Story
RRA1	9	Full Story
RRA1	A	Hgt Adj. -1'
RRA1	B	Hgt Adj. -2'
RRA1	C	Hgt Adj. -3'
RRA1	D	Hgt Adj. +1'
RRA1	E	Hgt Adj. +2'
RRA1	F	Hgt Adj. +3'
RRA1	G	Hgt Adj. +4'
RRA1	H	Hgt Adj. +6'
RRA1	I	Hgt Adj. +8'
RRA1	J	Hgt Adj. +10'
RRA1	K	Hgt Adj. +12'
RRA1	L	Hgt Adj. +14'
RRA1	P	Plumbing (water service)
RRA1	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
RRA2	1	Heating
RRA2	2	Earth Floor
RRA2	3	No Electricity
RRA2	4	Insulation
RRA2	5	Electric Door Opener
RRA2	6	Loft
RRA2	7	Attic (finished)
RRA2	8	1/2 Story
RRA2	9	Full Story
RRA2	A	Hgt Adj. -1'
RRA2	B	Hgt Adj. -2'
RRA2	C	Hgt Adj. -3'
RRA2	D	Hgt Adj. +1'
RRA2	E	Hgt Adj. +2'
RRA2	F	Hgt Adj. +3'
RRA2	G	Hgt Adj. +4'
RRA2	H	Hgt Adj. +6'
RRA2	I	Hgt Adj. +8'
RRA2	J	Hgt Adj. +10'
RRA2	K	Hgt Adj. +12'
RRA2	L	Hgt Adj. +14'
RRA2	P	Plumbing (water service)
RRA2	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
RRA3	1	Heating
RRA3	2	Earth Floor
RRA3	3	No Electricity
RRA3	4	Insulation
RRA3	5	Electric Door Opener
RRA3	6	Loft
RRA3	7	Attic (finished)
RRA3	8	1/2 Story
RRA3	9	Full Story
RRA3	A	Hgt Adj. -1'
RRA3	B	Hgt Adj. -2'
RRA3	C	Hgt Adj. -3'
RRA3	D	Hgt Adj. +1'
RRA3	E	Hgt Adj. +2'
RRA3	F	Hgt Adj. +3'
RRA3	G	Hgt Adj. +4'
RRA3	H	Hgt Adj. +6'
RRA3	I	Hgt Adj. +8'
RRA3	J	Hgt Adj. +10'
RRA3	K	Hgt Adj. +12'
RRA3	L	Hgt Adj. +14'
RRA3	P	Plumbing (water service)
RRA3	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
RRA4	1	Heating
RRA4	2	Earth Floor
RRA4	3	No Electricity
RRA4	4	Insulation
RRA4	5	Electric Door Opener
RRA4	6	Loft
RRA4	7	Attic (finished)
RRA4	8	1/2 Story
RRA4	9	Full Story
RRA4	A	Hgt Adj. -1'
RRA4	B	Hgt Adj. -2'
RRA4	C	Hgt Adj. -3'
RRA4	D	Hgt Adj. +1'
RRA4	E	Hgt Adj. +2'
RRA4	F	Hgt Adj. +3'
RRA4	G	Hgt Adj. +4'
RRA4	H	Hgt Adj. +6'
RRA4	I	Hgt Adj. +8'
RRA4	J	Hgt Adj. +10'
RRA4	K	Hgt Adj. +12'
RRA4	L	Hgt Adj. +14'
RRA4	P	Plumbing (water service)
RRA4	PF	Plumbing Fixture

RRC1	1	Earth Floor
RRC1	2	Electricity
RRC1	A	Hgt Adj. -1'
RRC1	B	Hgt Adj. -2'
RRC1	C	Hgt Adj. -3'
RRC1	D	Hgt Adj. +1'
RRC1	E	Hgt Adj. +2'
RRC1	F	Hgt Adj. +3'
RRC1	G	Hgt Adj. +4'
RRC1	H	Hgt Adj. +6'
RRC1	I	Hgt Adj. +8'
RRC1	J	Hgt Adj. +10'
RRC1	K	Hgt Adj. +12'
RRC1	L	Hgt Adj. +14'

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
RRC2	1	Earth Floor
RRC2	2	Electricity
RRC2	A	Hgt Adj. -1'
RRC2	B	Hgt Adj. -2'
RRC2	C	Hgt Adj. -3'
RRC2	D	Hgt Adj. +1'
RRC2	E	Hgt Adj. +2'
RRC2	F	Hgt Adj. +3'
RRC2	G	Hgt Adj. +4'
RRC2	H	Hgt Adj. +6'
RRC2	I	Hgt Adj. +8'
RRC2	J	Hgt Adj. +10'
RRC2	K	Hgt Adj. +12'
RRC2	L	Hgt Adj. +14'

RRG1	1	Earth Floor
RRG1	2	No Electricity
RRG1	3	Insulation
RRG1	4	Heating
RRG1	5	Electric Door Opener
RRG1	6	Loft
RRG1	7	Attic (finished)
RRG1	8	1/2 Story
RRG1	9	Full Story
RRG1	A	Hgt Adj. -1'
RRG1	B	Hgt Adj. -2'
RRG1	C	Hgt Adj. -3'
RRG1	D	Hgt Adj. +1'
RRG1	E	Hgt Adj. +2'
RRG1	F	Hgt Adj. +3'
RRG1	G	Hgt Adj. +4'
RRG1	H	Hgt Adj. +6'
RRG1	I	Hgt Adj. +8'
RRG1	J	Hgt Adj. +10'
RRG1	K	Hgt Adj. +12'
RRG1	L	Hgt Adj. +14'
RRG1	P	Plumbing (water service)
RRG1	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBJ Code	MOD Code	MOD Code Description
RRG2	1	Earth Floor
RRG2	2	No Electricity
RRG2	3	Insulation
RRG2	4	Heating
RRG2	5	Electric Door Opener
RRG2	6	Loft
RRG2	7	Attic (finished)
RRG2	8	1/2 Story
RRG2	9	Full Story
RRG2	A	Hgt Adj. -1'
RRG2	B	Hgt Adj. -2'
RRG2	C	Hgt Adj. -3'
RRG2	D	Hgt Adj. +1'
RRG2	E	Hgt Adj. +2'
RRG2	F	Hgt Adj. +3'
RRG2	G	Hgt Adj. +4'
RRG2	H	Hgt Adj. +6'
RRG2	I	Hgt Adj. +8'
RRG2	J	Hgt Adj. +10'
RRG2	K	Hgt Adj. +12'
RRG2	L	Hgt Adj. +14'
RRG2	P	Plumbing (water service)
RRG2	PF	Plumbing Fixture

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
RRG3	1	Earth Floor
RRG3	2	No Electricity
RRG3	3	Insulation
RRG3	4	Heating
RRG3	5	Electric Door Opener
RRG3	6	Loft
RRG3	7	Attic (finished)
RRG3	8	1/2 Story
RRG3	9	Full Story
RRG3	A	Hgt Adj. -1'
RRG3	B	Hgt Adj. -2'
RRG3	C	Hgt Adj. -3'
RRG3	D	Hgt Adj. +1'
RRG3	E	Hgt Adj. +2'
RRG3	F	Hgt Adj. +3'
RRG3	G	Hgt Adj. +4'
RRG3	H	Hgt Adj. +6'
RRG3	I	Hgt Adj. +8'
RRG3	J	Hgt Adj. +10'
RRG3	K	Hgt Adj. +12'
RRG3	L	Hgt Adj. +14'
RRG3	P	Plumbing (water service)
RRG3	PF	Plumbing Fixture

OBY Code	MOD Code	MOD Code Description
RRG4	1	Earth Floor
RRG4	2	No Electricity
RRG4	3	Insulation
RRG4	4	Heating
RRG4	5	Electric Door Opener
RRG4	6	Loft
RRG4	7	Attic (finished)
RRG4	8	1/2 Story
RRG4	9	Full Story
RRG4	A	Hgt Adj. -1'
RRG4	B	Hgt Adj. -2'
RRG4	C	Hgt Adj. -3'
RRG4	D	Hgt Adj. +1'
RRG4	E	Hgt Adj. +2'
RRG4	F	Hgt Adj. +3'
RRG4	G	Hgt Adj. +4'
RRG4	H	Hgt Adj. +6'
RRG4	I	Hgt Adj. +8'
RRG4	J	Hgt Adj. +10'
RRG4	K	Hgt Adj. +12'
RRG4	L	Hgt Adj. +14'
RRG4	P	Plumbing (water service)
RRG4	PF	Plumbing Fixture

RRP1	1	No Filter
RRP1	2	Gas/Propane Heater
RRP1	3	Electric Heater
RRP1	4	Solar Heating
RRP1	5	Diving Board
RRP1	7	Underwater Lighting

RRP2	1	No Filter
RRP2	2	Gas/Propane Heater
RRP2	3	Electric Heater
RRP2	4	Solar Heating
RRP2	5	Diving Board
RRP2	7	Underwater Lighting

RRP3	1	No Filter
RRP3	2	Gas/Propane Heater
RRP3	3	Electric Heater
RRP3	4	Solar Heating
RRP3	5	Diving Board
RRP3	6	Lining
RRP3	7	Underwater Lighting

MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
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RRP4	1	No Filter
RRP4	2	Gas/Propane Heater
RRP4	3	Electric Heater
RRP4	4	Solar Heating
RRP4	5	Diving Board
RRP4	6	Lining
RRP4	7	Underwater Lighting

RRS1	1	Earth Floor
RRS1	2	Concrete Floor
RRS1	3	Insulation
RRS1	4	Heating
RRS1	5	Electricity
RRS1	6	Lining
RRS1	7	Loft
RRS1	A	Hgt Adj. -1'
RRS1	B	Hgt Adj. -2'
RRS1	C	Hgt Adj. -3'
RRS1	D	Hgt Adj. +1'
RRS1	E	Hgt Adj. +2'
RRS1	F	Hgt Adj. +3'
RRS1	G	Hgt Adj. +4'
RRS1	H	Hgt Adj. +6'
RRS1	I	Hgt Adj. +8'
RRS1	J	Hgt Adj. +10'
RRS1	K	Hgt Adj. +12'
RRS1	L	Hgt Adj. +14'
RRS1	P	Water Service
RRS1	PF	Plumbing Fixture

OBJ Code	MOD Code	MOD Code Description
RRS2	1	Earth Floor
RRS2	2	Concrete Floor
RRS2	3	Insulation
RRS2	4	Heating
RRS2	5	Electricity
RRS2	6	Lining
RRS2	7	Loft
RRS2	A	Hgt Adj. -1'
RRS2	B	Hgt Adj. -2'
RRS2	C	Hgt Adj. -3'
RRS2	D	Hgt Adj. +1'
RRS2	E	Hgt Adj. +2'
RRS2	F	Hgt Adj. +3'
RRS2	G	Hgt Adj. +4'
RRS2	H	Hgt Adj. +6'
RRS2	I	Hgt Adj. +8'
RRS2	J	Hgt Adj. +10'
RRS2	K	Hgt Adj. +12'
RRS2	L	Hgt Adj. +14'
RRS2	P	Water Service
RRS2	PF	Plumbing Fixture

RRS3	1	Earth Floor
RRS3	2	Concrete Floor
RRS3	3	Insulation
RRS3	4	Heating
RRS3	5	Electricity
RRS3	6	Lining
RRS3	7	Loft
RRS3	A	Hgt Adj. -1'
RRS3	B	Hgt Adj. -2'
RRS3	C	Hgt Adj. -3'
RRS3	D	Hgt Adj. +1'
RRS3	E	Hgt Adj. +2'
RRS3	F	Hgt Adj. +3'
RRS3	G	Hgt Adj. +4'
RRS3	H	Hgt Adj. +6'
RRS3	I	Hgt Adj. +8'
RRS3	J	Hgt Adj. +10'
RRS3	K	Hgt Adj. +12'
RRS3	L	Hgt Adj. +14'
RRS3	P	Water Service
RRS3	PF	Plumbing Fixture

RRZ1	PF	Plumbing Fixture
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MODIFICATION CODE BY STRUCTURE TYPE TABLES, CONT.

OBY Code	MOD Code	MOD Code Description
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RSA1	1	Earth Floor
RSA1	2	No Electricity
RSA1	3	Insulation
RSA1	4	Heating
RSA1	5	Electric Door Opener
RSA1	PF	Plumbing Fixture

RSG1	1	Earth Floor
RSG1	2	No Electricity
RSG1	3	Insulation
RSG1	4	Heating
RSG1	5	Electric Door Opener
RSG1	PF	Plumbing Fixture

RTC1	1	Lighting
RTC1	2	Fencing

RTC2	1	Lighting
RTC2	2	Fencing

RTC3	1	Lighting
RTC3	2	Fencing

RYRT	1	Electricity
RYRT	3	Wood Stove

RESIDENTIAL ARCHITECTURAL STYLES

BI-LEVEL (01)



BI-LEVEL (Split Foyer, Split Entry, Raised Ranch, Hillside Ranch, Penthouse)

A contemporary one story house which provides (or has the potential to be finished to provide) two levels of living area. The lower level is either a raised ("true" or "English") basement which protrudes about four feet above grade or a "walkout" type basement which has one side exposed at grade level when the house is built into a hillside. The Split Foyer or Split Entry has the front door at ground level halfway between the raised basement and first floor. The Raised Ranch or Hillside Ranch typically incorporates a basement garage and/or a "walkout" recreation room on the lower level. The Penthouse has the main entrance located on the basement level.

RESIDENTIAL ARCHITECTURAL STYLES

BI-LEVEL (01)



RESIDENTIAL ARCHITECTURAL STYLES

BI-LEVEL (01)



RESIDENTIAL ARCHITECTURAL STYLES

SPLIT LEVEL (02)



SPLIT LEVEL (Tri-level, Side-to-side Split, Front-to-back Split, Back-to-front Split)

A contemporary house with three basic living levels (not counting a basement, if present). Typically, the room layout consists of a garage and/or recreation room on the lower level, with the living room about a half flight of stairs up on the middle level. The bedrooms are located on the upper level over the recreation room or garage.

RESIDENTIAL ARCHITECTURAL STYLES

RANCH (03)



RANCH (Rambler, True Ranch, California Ranch)

A contemporary one story house with all habitable rooms and automobile storage located on one level. If a basement is present, it is typically a utility or storage type.

RESIDENTIAL ARCHITECTURAL STYLES

RANCH (03)



RESIDENTIAL ARCHITECTURAL STYLES

MODERN (04)



MODERN (Ultra-modern, Post-modern)

Houses which are innovative or unique in design, use of construction methods or materials. These are typically architect designed and built homes which belong in a class by themselves. If it can be identified, the specific style should be recorded in the NOTES section. Early 20th century architectural movements in this category include the Prairie, International, Art Deco, Art Modern, and Miesian schools. Contemporary examples in this class would also include products of recent movements such as Brutalism, High Tech, Post Modern, and International Revival.

RESIDENTIAL ARCHITECTURAL STYLES

MODERN (04)



RESIDENTIAL ARCHITECTURAL STYLES

TRADITIONAL OR VICTORIAN (05)



TRADITIONAL or VICTORIAN (Gothic Revival, Carpenter Gothic, Italiante, Octagon, Renaissance Revival, Stick, Second Empire, High Victorian Gothic, Queen Anne, Eastlake, Richardson Romanesque, Shingle)

A rich and expressive architectural period which began around 1840 and continued to 1900. This style of dwelling is typified by asymmetrical shapes and silhouettes, often with steep intersecting gable roofs, towers, dormers and bay windows. Vertical emphasis is provided by the use of tall chimneys and turrets. Complicated scrollwork (gingerbread) and elaborate turned trimmings are prevalent items of decor.

RESIDENTIAL ARCHITECTURAL STYLES

TRADITIONAL OR VICTORIAN (05)



RESIDENTIAL ARCHITECTURAL STYLES

EARLY AMERICAN (06)



EARLY AMERICAN (Colonial, Garrison Colonial, Saltbox, Georgian, Federal, Dutch Colonial, Southern Colonial, Jeffersonian, Greek Revival, Georgian Revival, Colonial Revival)

Almost all pre-Civil War American architecture is generally classified as a type of Colonial. This catch-all grouping includes true period homes and contemporary replicas. Although elements of this style are a major component of today's contemporary-traditional vernacular, only historically accurate examples belong in this category. Thus, most newer homes which contain only traces or idiosyncrasies of colonial architecture would not fall in this category.

RESIDENTIAL ARCHITECTURAL STYLES

EARLY AMERICAN (06)



RESIDENTIAL ARCHITECTURAL STYLES

EARTH SHELTERED (07)



EARTH SHELTERED (Underground)

A contemporary house built below ground level or into a hillside. The roof is covered with earth except for skylights, a clerestory window, or possibly an atrium.

RESIDENTIAL ARCHITECTURAL STYLES

EARTH SHELTERED (07)



RESIDENTIAL ARCHITECTURAL STYLES

CONVENTIONAL (08)



CONVENTIONAL (Contemporary, Functional Modern)

Contemporary one to three story houses with conservative architecture in the 20th century vernacular mode. These houses may incorporate elements of Traditional, Spanish, Colonial, Elizabethan, or period designs, but they are not true replicas.

RESIDENTIAL ARCHITECTURAL STYLES

BUNGALOW (09)



BUNGALOW (California Bungalow, Airplane Bungalow, Craftsman Bungalow)

A picturesque cottage-like house introduced around 1900 and very popular through the 1930's. The informal plan, elevation, and detail featured low simple lines, a wide projective gable roof, large porches, a walk-way stoop, and rough natural construction materials. Typically a one story residence, however, one and one-half story versions may incorporate a low shed dormer. The Airplane Bungalow has a small two story addition in the rear.

RESIDENTIAL ARCHITECTURAL STYLES

BUNGALOW (09)



RESIDENTIAL ARCHITECTURAL STYLES

OLD STYLE (10)



OLD STYLE (Tri-Gable Ell, Utilitarian Cottage, American Foursquare, Farmhouse, Princess Anne, Shirtwaist)

Mid 19th century and early 20th century pattern book vernacular style houses which are transitions from the Victorian era or provincial examples of Georgian revivals or picturesque English style period homes.

RESIDENTIAL ARCHITECTURAL STYLES

OLD STYLE (10)



RESIDENTIAL ARCHITECTURAL STYLES

LOG (11)



LOG

This category has exterior walls built of logs, either in round or squared shape.

RESIDENTIAL ARCHITECTURAL STYLES

LOG (11)



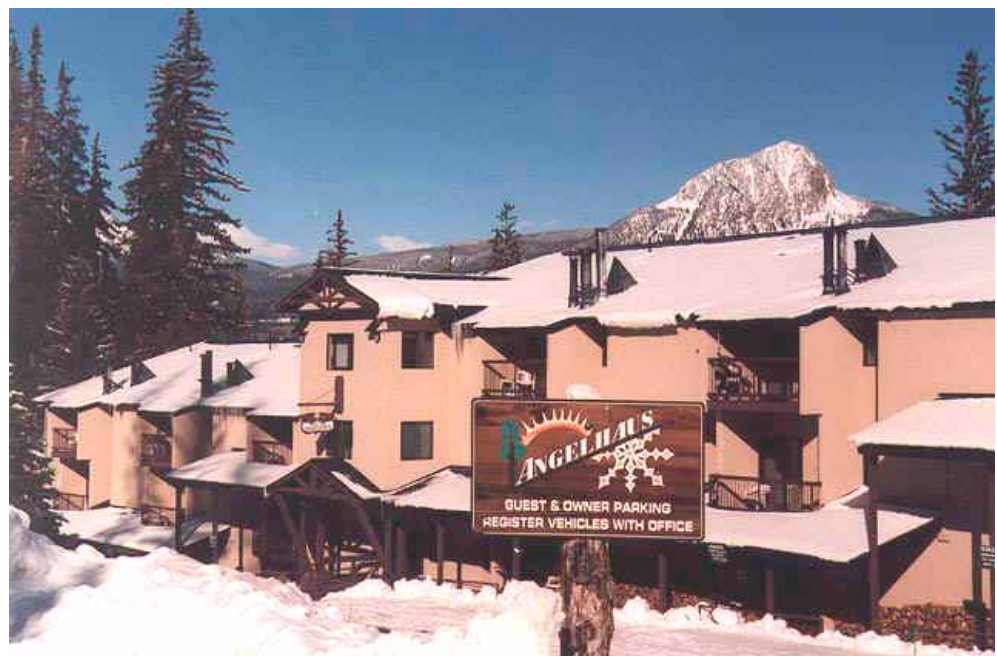
RESIDENTIAL ARCHITECTURAL STYLES

LOG (11)



RESIDENTIAL ARCHITECTURAL STYLES

CONDOMINIUM (12)



CONDOMINIUM

This category identifies a distinct type of ownership. The unit living area is owned exclusively (fee simple) by the unit owner. The other components; land, common hallways, stairways, roof, foundation, and exterior recreation features, such as pools, tennis courts, etc., are owned in common by all unit owners. They may be townhouse, hi-rise, or garden apartment in style. See additional specific Condo Styles 20, 21, 22 & 23.

RESIDENTIAL ARCHITECTURAL STYLES

CONDOMINIUM (12)



RESIDENTIAL ARCHITECTURAL STYLES

A-FRAME (13)



A-FRAME

This category has a frame in the shape of one or more “A’s,” which have very steep gable roofs, with front and rear walls usually holding large glass areas. A-frames have been popular since WWII.

RESIDENTIAL ARCHITECTURAL STYLES

OTHER (14)



OTHER (Shanty, Basement Foundation Home, Sod, Quonset Hut, Geodesic Dome, Prefabricated Dymaxion, Converted Barn, Fantasy, Freeform, Silo/yurt Kit Homes, Prefabricated Modular)

Truly unique or rare architectural examples which do not fall into any previously mentioned categories can be indicated as Other. If using this entry, enter a description of the STYLE in the NOTES field.

RESIDENTIAL ARCHITECTURAL STYLES

OTHER (14)



RESIDENTIAL ARCHITECTURAL STYLES

SINGLE WIDE MOBILE HOME (15)



A single wide mobile home is generally 12 to 16 feet wide. The term “mobile home” means a structure that is transportable in one or more sections including the plumbing, heating, air conditioning and electrical systems that are contained in the structure and that, when erected on site, is used as a single family dwelling with or without a permanent foundation.

RESIDENTIAL ARCHITECTURAL STYLES

DOUBLE WIDE MOBILE HOME (16)



A double wide mobile home is generally 24 to 32 feet wide. The term “mobile home” means a structure that is transportable in one or more sections including the plumbing, heating, air conditioning and electrical systems that are contained in the structure and that, when erected on site, is used as a single family dwelling with or without a permanent foundation.

RESIDENTIAL ARCHITECTURAL STYLES

DOUBLE WIDE MOBILE HOME (16)



RESIDENTIAL ARCHITECTURAL STYLES

TRIPLE WIDE MOBILE HOME (17)



A triple wide mobile home is generally 36 to 48 feet wide. The term “mobile home” means a structure that is transportable in one or more sections including the plumbing, heating, air conditioning and electrical systems that are contained in the structure and that, when erected on site, is used as a single family dwelling with or without a permanent foundation.

RESIDENTIAL ARCHITECTURAL STYLES

TRIPLE WIDE MOBILE HOME (17)



RESIDENTIAL ARCHITECTURAL STYLES

SHOTGUN (18)



Houses with each room directly in line with the other. The front and back doors along with the doors in each room, are in alignment. As its name suggest, the “Shotgun” house follows a linear arrangement of its rooms and doors from the front porch to the back door, so that a round of shot fired through the front door could exit the back without hitting anything. This house type is one room wide, one story tall and several rooms deep (usually three or more) and has its primary entrance in the gable end.

RESIDENTIAL ARCHITECTURAL STYLES

SHOTGUN (18)



RESIDENTIAL ARCHITECTURAL STYLES

FOURSQUARE (19)



Built to offer the most house for the least amount of money, there may have never been a more popular or practical house than the American Foursquare. Its strong square massing, usually with four square rooms above 3 square rooms and an entrance hall with stairs tucked unobtrusively to the side on the first floor made it economical and practical to build. The cubical shape made the most of every buildable inch, taking full advantage of small building lots and small budgets. Typical features of the Foursquare are simple box shape, two-story body, dormers, four-room floor plan, low-hipped roof with deep overhang, and full-width porch with wide stairs.

RESIDENTIAL ARCHITECTURAL STYLES

FOURSQUARE (19)



RESIDENTIAL ARCHITECTURAL STYLES

CONDO – PATIO HOME STYLE (20)



Single-family residence condominium. This category identifies a distinct type of ownership. The unit living area is owned exclusively (fee simple) by the unit owner. The other components; land, common hallways, stairways, roof, foundation, and exterior recreation features, such as pools, tennis courts, etc., are owned in common by all unit owners.

RESIDENTIAL ARCHITECTURAL STYLES

CONDO – DUPLEX STYLE (21)



Two attached living units sharing a common wall. This category identifies a distinct type of ownership. The unit living area is owned exclusively (fee simple) by the unit owner. The other components; land, common hallways, stairways, roof, foundation, and exterior recreation features, such as pools, tennis courts, etc., are owned in common by all unit owners.

RESIDENTIAL ARCHITECTURAL STYLES

CONDOS – ROWHOUSE STYLE (22)



Three or more attached living units that share common walls. This category identifies a distinct type of ownership. The unit living area is owned exclusively (fee simple) by the unit owner. The other components; land, common hallways, stairways, roof, foundation, and exterior recreation features, such as pools, tennis courts, etc., are owned in common by all unit owners.

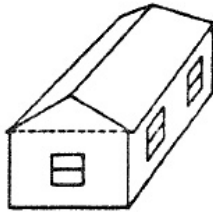
RESIDENTIAL ARCHITECTURAL STYLES

CONDO – MULTI LEVEL (23)

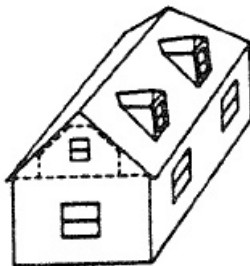


Two or more living units where the living area of one unit is below/above another unit. This category identifies a distinct type of ownership. The unit living area is owned exclusively (fee simple) by the unit owner. The other components; land, common hallways, stairways, roof, foundation, and exterior recreation features, such as pools, tennis courts, etc., are owned in common by all unit owners.

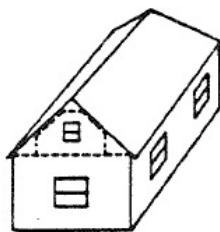
STORY HEIGHT ILLUSTRATIONS



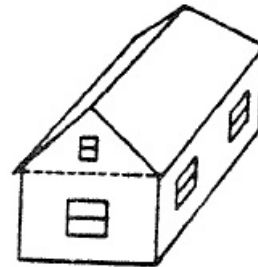
1 Story: All rooms are on one floor and are below the square of house at the eave line. This design usually has a low pitch roof with a slope of about $\frac{1}{6}$.



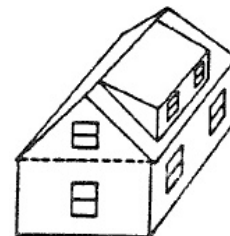
1 Story and Attic: (Attic type #2) Same basic design as 1 Story, except the pitch of the roof is usually greater, with a slope of about $\frac{1}{4}$ or $\frac{1}{3}$. This design has a permanent stairway to a usable, floored attic area which is approximately 20% of the first floor area. There are usually windows at each end of the attic.



1 Story and Finished Attic: (Attic type #3) Same basic design as 1 Story and Attic, except the attic interior is finished and is usually divided into rooms. The attic floor area is approximately 40% of the first floor area.



1 Story and Finished Attic with Wall Height: (Attic type #4) Same basic design as one story and finished attic, except for the addition of two or three small dormers. The usable attic floor area is about 55% of the first floor area.

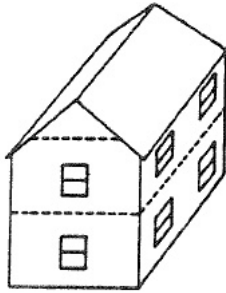


1½ Story: This design is similar to 1 Story and Finished Attic, except that the roof pitch is greater – with a slope of about $\frac{1}{3}$ or $\frac{1}{2}$ – and there is a larger dormer on one side of the roof and possibly one or two small dormers on the opposite side of the roof. Area of the finished second floor is approximately 75% of the first floor area.



1½ Story: This design has a high pitch roof with a slope of about $\frac{5}{8}$ or $\frac{3}{4}$, and small dormers on one or both sides of the roof. The area of the finished second floor is approximately 75% of the first floor area.

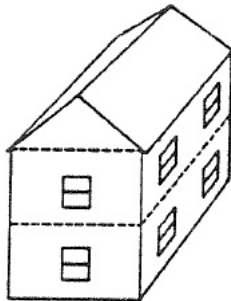
STORY HEIGHT ILLUSTRATIONS, CONT.



2 Story: This is a typical two story dwelling, with the second floor area equal to the first floor area.

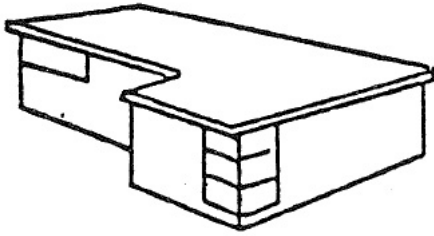


2½ Story: This design has two full stories and a half story similar to any of the three 1½ Story examples.

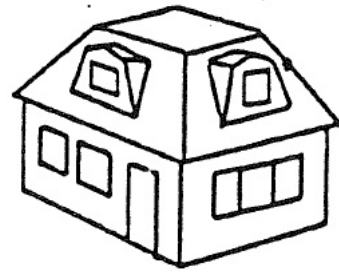


2 Story: Similar to the other 2 Story example, except that the second floor side walls are less than full height. Consequently, part of the second floor ceiling follows the slope of the roof.

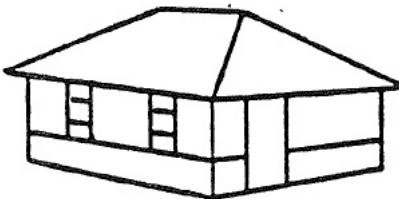
ROOF TYPE ILLUSTRATIONS



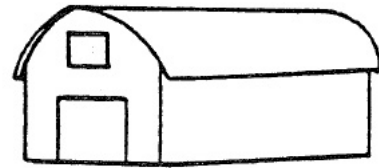
FLAT



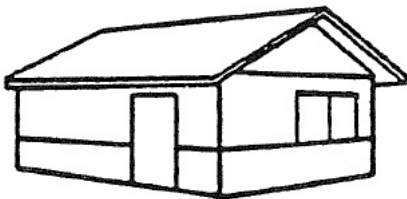
MANSARD



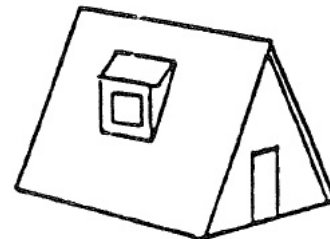
HIP



ARCHED



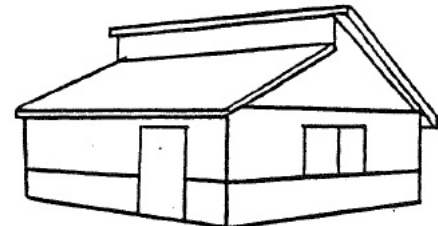
GABLE



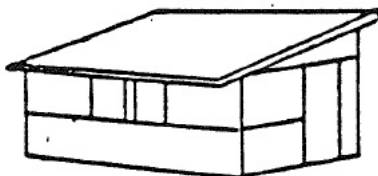
A - FRAME



GAMBREL



BROKEN GABLE

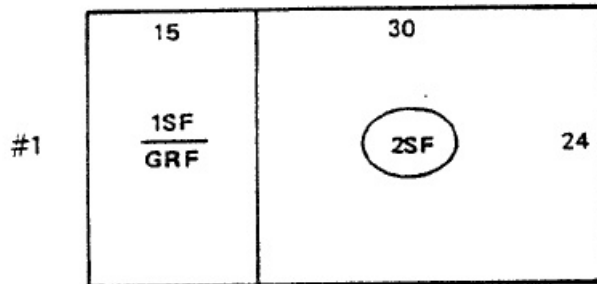


SHED

BUILT-IN GARAGE EXAMPLES

EXAMPLE NO. 1

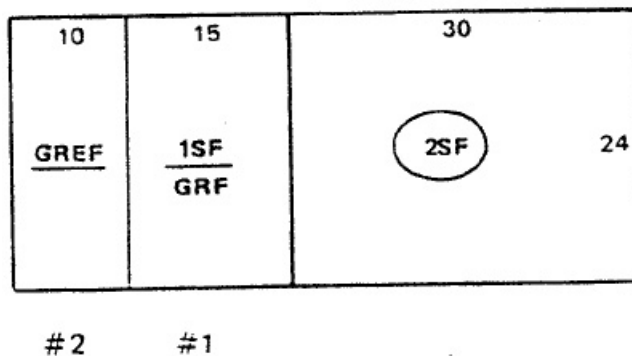
A one-car garage built into a 2-story frame house. The garage is built under the upper floor living area.



EXAMPLE NO. 2

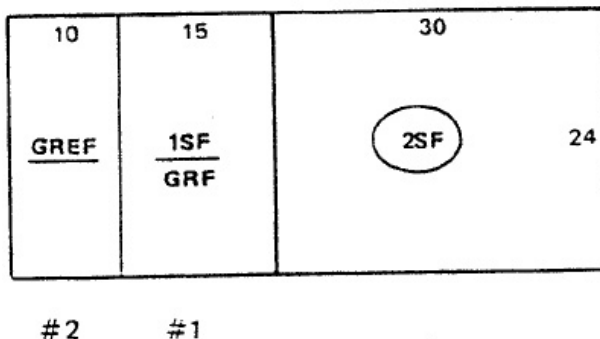
A two-car garage built into the ground floor area of a 2-story frame house and extending beyond the upper floor area.

NOTE: The garage extension code is used for the portion of the garage, which extends beyond the main dwelling to avoid doubling up on fixed costs associated with the garage structure.



EXAMPLE NO. 3

A two-car garage built partially into a two-story masonry house. The garage is built under upper floor living area and has living area to the rear of it.




COMMERCIAL PROPERTY RECORD CARD

STATE OF MONTANA PROPERTY RECORD CARD																																													
Parcel ID: 05-1888-20-2-10-12-0000		Tax Year: 2010		Run Date: 7/23/2010 9:36:10 AM		Page 1 of 4																																							
Assessment Code: 0000007520																																													
Location / DBA:																																													
OWNER NAME AND MAILING ADDRESS					INSPECTION HISTORY																																								
AUTOZONE PARTS INC DBA AUTOZONE #1195 123 S FRONT ST DEPT 8665 MEMPHIS, TN 38103-3607					<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Rsn Code</th> <th>Reason</th> <th>User ID</th> <th>Contact Code</th> <th>Contact Name</th> </tr> </thead> <tbody> <tr> <td>04/18/2006</td> <td>01:00</td> <td>R2 - Reassess/External</td> <td>Conv</td> <td>Hallett, Nancy</td> <td></td> <td></td> </tr> </tbody> </table>					Date	Time	Rsn Code	Reason	User ID	Contact Code	Contact Name	04/18/2006	01:00	R2 - Reassess/External	Conv	Hallett, Nancy																								
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2711 N MONTANA AVE HELENA, MT 59601																																													
LEGAL DESCRIPTION																																													
HERSHFIELD ADD, S20, T10 N, R03 W, BLOCK 010, Lot 007, HERSHFIELD ADDN BLK 10 LTS 7-9 & 6X125' & 6X105' & 2 10X10 CLSD ALLEYS																																													
GENERAL PROPERTY INFORMATION					BUILDING PERMITS																																								
Nbhcd: 202 Living Units: Property Type: CU - Commercial Urban Levv Dist: 05-045701-0101 Exemptions: Ownership %: 100.000 Linked Property: 05-0000007520-001 Link Type: Real Property/Personal Linked Property: Link Type: Condo Ownership: General: Limited:					<table border="1"> <thead> <tr> <th>Number</th> <th>Status</th> <th>Issue Date</th> <th>Amount</th> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>02689</td> <td>Closed</td> <td>06/16/2003</td> <td>364.527</td> <td></td> <td>NEW STORE</td> </tr> <tr> <td>02766</td> <td>Closed</td> <td>03/25/2003</td> <td>23.000</td> <td></td> <td>DEMO/BLDG</td> </tr> </tbody> </table>					Number	Status	Issue Date	Amount	Type	Description	02689	Closed	06/16/2003	364.527		NEW STORE	02766	Closed	03/25/2003	23.000		DEMO/BLDG																		
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PROPERTY FACTORS					IMPROVEMENT COST SUMMARY																																								
Topography: 1 - Level Utilities: 1 - All Public Access: 1 - Paved Road Location: 4 - Commercial Area Frontage: 1 - Major Strip or Central Parking Type: 3 - On and Off Street Parking Quantity: 2 - Adequate Parking Proximity: 3 - On Site					<table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Dwellings</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>MOB/MH</td> <td>0</td> <td>Current</td> <td>117,099</td> </tr> <tr> <td>Commercial</td> <td>554,950</td> <td>Prior</td> <td>117,099</td> </tr> <tr> <td>OBV/Flat Values</td> <td>32,602</td> <td>Cost</td> <td>704,699</td> </tr> <tr> <td>Total Improvement</td> <td>587,600</td> <td>Income</td> <td>0</td> </tr> </tbody> </table>									Dwellings	0			MOB/MH	0	Current	117,099	Commercial	554,950	Prior	117,099	OBV/Flat Values	32,602	Cost	704,699	Total Improvement	587,600	Income	0												
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COMMERCIAL PROPERTY RECORD CARD, CONT.

STATE OF MONTANA PROPERTY RECORD CARD																						
Parcel ID: 05-1888-20-2-10-12-0000										Tax Year: 2010					Run Date: 7/23/2010 9:36:10 AM			Page 2 of 4				
OTHER BUILDINGS AND YARD IMPROVEMENTS																						
Type:	Description	Grd	Yr Blt	Qty	Cnd	Fnc	Clc Cd	W	L	Sz/Area	Hgt	BU	Clr	OVR	GF	MOD	RCN	ECF	INDX	% Gd	% Cpl	RCNLD
Com	CPA1 - Paving, asphal		2003	1	C3	3	3507			9,000					1.00	0	19,584	1.20	0.98	0.78		17,503
Com	CPA2 - Paving, concrte		2003	1	C4	4	3507			4,018					1.00	0	16,049	1.20	0.98	0.80		15,099
MOD CODE INFORMATION																						
FLAT VALUE INFORMATION										AGRICULTURAL/FOREST LAND INFORMATION												
GRAIN, SEED & FERTILIZER EQUIPMENT INFORMATION										AG/FOREST SUMMARY												
										Acres		Value		Acres		Value						
										0.000		0		Farmste:		0.000		0				
										0.000		0		ROW:		0.000						
										0.000		0		Total Ag Land:		0.000						
										0.000		0		Total Ag Value:		0						
										0.000		0										
										0.000		0										
										0.000		0.000		Total Forest Land:		0.000		0				
COMMENTS																						

COMMERCIAL PROPERTY RECORD CARD, CONT.

STATE OF MONTANA PROPERTY RECORD CARD																						
Parcel ID: 05-1888-20-2-10-12-0000					Tax Year: 2010					Run Date: 7/23/2010 9:36:10 AM					Page 3 of 4							
GENERAL BUILDING INFORMATION																						
Bldg. #:	1	Str Type:	345	Grade:	A*	Class Code:	3507	Year Built:	2003	Effective Year:		Year Rem:										
# of Units/Bldg:	1	Identical Units:	1	Building Name:								Pct. Complete:										
COMMENTS																						
 <p style="color: red; transform: rotate(-15deg); font-weight: bold;">No Sketch Available</p>																						
COMMERCIAL INTERIOR/EXTERIOR DATA																						
Sec	From	To	Use Type	Area	SK	Pm	W Hat	Ext W	CC	Ec Life	Int Fin	Prt	Ht	AC	PI	Ph	Fnc	Adj BR	Int Rate	BOF	% Gd	RCN
1	01	01	047 - Auto Parts/S	6.781	N	341	18	08	2	30	100	0	3	0	2	4	4	56.66	11.79	18.930	0.88	536.250
Total Cost Area:				6.781																		
BUILDING OTHER FEATURES																						
Sec	Code	Qty	Width	Length	Hot	Area	Cost															
1	SS1	1				6.781	17.732															
1	PP1	1	1	56			1.198															
ELEVATORS & ESCALATORS																						
BUILDING COST SUMMARY																						
FACTORS					SECTION TOTALS					ELEV & ESCAL												
% Complete:	1.00	RCN:			536.250	Unadj RCNLD:			0													
ECF:	1.20	Unadj RCNLD:			471.900	Adj RCNLD:			0													
County Index:	0.98	RCNLD:			554.954																	
Grade Factor:	1.11																					
Calculated Averages					Building Total																	
Ave SF Cost:					81.84	Identical Units			1													
Ave Pct Good:					0.88	TOTAL RCNLD:			554.950													

COMMERCIAL PROPERTY RECORD CARD, CONT.

STATE OF MONTANA PROPERTY RECORD CARD																																																																																									
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PROPERTY LEVEL INCOME DATA AND OVERRIDES					PROPERTY LEVEL INCOME SUMMARY																																																																																				
Primary Building Type: Retail Investment Class: NOI Override: Cap Rate Ovr:					Cap Rate: 6.72 Eff Tax Rate: 1.630000 Overall Rate: 6.35 Comments:																																																																																				
Ovr Ran: Ovr Ran:					NOI: 50.731 Calc Income Value: 607.550 Residual Land: 0 FF and E: 0																																																																																				
					Income Value: \$607.500 Cost Area: 6.781 Income Area: 6.781																																																																																				
INCOME SUMMARY SQUARE FOOT MODELS																																																																																									
Type: Retail Name: Rating: Good																																																																																									
INCOME COMMENTS																																																																																									
EXPENSE AMT EXPENSE %																																																																																									
Management 4.134 6.49 Utilities 3.535 5.55 Insurance 707 1.11 Res for Repl 1.675 2.63 Maintenance 1.350 2.12 Miscellaneous 1.560 2.45 Total Expenses 12.961 20.35																																																																																									
INCOME CALCULATIONS																																																																																									
Area 6.781 EGI 63.692 PGI 71.879 Total Expenses 12.961 PGI per SF 10.60 NOI 50.731 Vac & Coll % 0.00 Vac & Coll 8.187																																																																																									
SQUARE FOOT MODEL DETAIL																																																																																									
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<input type="checkbox"/> Security <input type="checkbox"/> On-Site Manager <input type="checkbox"/> Electricity <input type="checkbox"/> Temp. Controlled Units <input type="checkbox"/> Yard Lights (Leased) <input type="checkbox"/> Yard Lights (Owned) <input type="checkbox"/> Fencing <input type="checkbox"/> Other																																																																																									
MODEL COMMENTS																																																																																									

COMMERCIAL AND INDUSTRIAL IMPROVEMENTS

CONTENT OF DATA FIELDS

There are five distinct divisions to be completed to properly enter the characteristics for a Commercial/Industrial parcel.

General Building Data

Interior Exterior Data

Building Other Features Attached Improvements

Elevator–Escalator Information

Yard Improvements and Secondary Buildings

A Commercial/Industrial building is divided into sections. Building sections are separated due to differing story height or due to major differences in type and quality of construction. A section can share a common wall or part of a common wall with another section or several sections, but otherwise could stand alone as a separate building.

Building sections are divided into Interior Exterior Lines. An Interior Exterior Line is defined as that portion of a building section having all identical characteristics (except From To) found on an Interior Exterior Data line. In other words, an Interior Exterior Line consists of those sections in a building that have the following identical characteristics:

Dimensions (width x length or square feet)

Perimeter

Use Type Code

Wall Height

Exterior Wall Material

Construction Type

Interior Finish Percent

Partitions

Heating System Type

Air Conditioning Type

Plumbing

Physical Condition

Functional Utility

GENERAL BUILDING INFORMATION

Required entry for building.

The information for the GENERAL BUILDING DATA fields must be completed for every major building structure type. Every sub-field is a required entry if a building is listed.

BUILDING NUMBER – Enter a number – it may be alpha or numeric – denoting the “building number” being described. BUILDING NUMBERS should be sequentially assigned. The BUILDING NUMBER is a descriptive field to aid in the identification of individual buildings on a multi-building parcel.

STRUCTURE TYPE CODE – Enter the code which describes the purpose of the building as a whole. See the following pages for a table of the three digit numeric codes which should be used.

NOTE: When a building section has been constructed for multiple purposes, use the **STRUCTURE TYPE CODE** that describes the predominate use of the building section.

GRADE – Enter the appropriate **GRADE** of the Structure. A plus (+), denoting a deviation from the base **GRADE** but still considered within the overall range of the **GRADE**, may be entered following the **GRADE**.

Grade	Description
L	LOW COST
L+	
F	FAIR
F+	
A	AVERAGE
A+	
G	GOOD
G+	
V	VERY GOOD
V+	
E	EXCELLENT
E+	

YEAR BUILT – Enter the year in which the building listed was built. If the owner or tenant does not know the actual year, enter your best estimate possible, based on known years of similar properties in the immediate locality. A year built **MUST** be entered for each structure.

YEAR REMODELED – Enter the year remodeled. This information is descriptive only. Adjustments to depreciation are affected only through the use of the **EFFECTIVE YEAR** field.

EFFECTIVE YEAR – Enter the effective year to be used as an override to the year built in determining the “percent good” depreciation factor for the building listed.

NUMBER OF UNITS – Enter the number of measurable units applicable for the building structure coded. The following are examples of **BUILDING STRUCTURE TYPES** and the types of **UNITS** to be counted.

Struc. Type Code	Struc. Type	Measurable Unit
211	Apartment, Garden	Number of Living Units
212	Apartment, High Rise	Number of Living Units
314	Hotel/Motel, High Rise	Number of Rooms
315	Hotel/Motel, Low Rise	Number of Rooms
316	Nursing Home	Number of Beds
318	Boarding/Rooming	Number of House Rooms
336	Car Wash, Manual	Number of Bays
337	Car Wash, Automatic	Number of Bays
338	Parking Garage/Deck	Number of Cars
364	Motion Picture Theatre	Number of Seats
381	Bowling Alley	Number of Lanes
385	Tennis Club, Indoor	Number of Courts
386	Racquet Club, Indoor	Number of Courts
396	Mini Warehouse	Number of Rentable Units
640	Hospital	Number of Beds

NOTE: For apartments and motels, the number of units will be used in selecting and applying the appropriate building area cost computations.

NUMBER OF IDENTICAL UNITS –
Enter the total number of identical building units. The characteristics of each building, including Interior Exterior Lines and Building Other Features, must be exactly identical.

ECF Type – Denotes which ECF Type to be applied to the Structure.

PERCENT COMPLETE – Use only if a new structure is partially completed to indicate percentage of completion as of the General Assessment Day. Do not consider remodeling, additions or older improvements with unfinished areas. Enter the percent complete in whole percent, right-justified.

TABLE OF STRUCTURE TYPE CODES

RESIDENTIAL

Living Oriented

101	Residential, One Family
102	Residential, Two Family
103	Residential, Three Family
104	Residential, Four Family
105	Mixed Res/Comm (built as Residential)
106	Condominium (common element)
107	Condominium (fee simple)
108	Condominium (time share)

Apartments

211	Apartment, Garden (3 story & less)
212	Apartment, High Rise
213	Townhouse/Rowhouse

COMMERCIAL

Accommodations

314	Hotel/Motel, High Rise (5 stories +)
315	Hotel/Motel, Low Rise (1 to 4 stories)
316	Nursing Home
318	Boarding or Rooming House
319	Mixed Res/Comm (built as Commercial)

Food and Beverage

321	Restaurant
325	Fast Food
327	Bar or Lounge
328	Night Club/Dinner Theatre

Automobile Oriented

331	Auto Dealer, Full Service
332	Auto/Equipment Service Garage
333	Service Station (full service)
334	Service Station (self service)
335	Truck Stop
336	Car Wash (manual)
337	Car Wash (automatic)
338	Parking Garage/Deck
704	Office/Service Garage
705	Truck/Heavy Equipment Service

TABLE OF STRUCTURE TYPE CODES, CONT.

Retail

340	Super Regional Shopping Mall
341	Regional Shopping Mall
342	Community Shopping Center
343	Neighborhood Shopping Center
344	Strip Shopping Center
345	Discount Department Store
346	Department Store
347	Supermarket
348	Convenience Food Market

Office/Bank

349	Medical Office Building
350	Drive-up Bank
351	Bank
352	Savings Institution
353	Office Building, Low Rise (1–stories)
354	Office Building, High Rise (5 stories +)
355	Office Condominium
356	Retail Condominium

Miscellaneous

361	Funeral Home
362	Veterinary Clinic
363	Legitimate Theatre
364	Motion Picture Theatre
365	Cinema/Theatre
367	Social or Fraternal Hall
368	Hangar
369	Day Care Center
706	Office/Hangar
707	Livestock Center/Feedlot
371	Multi-Purpose Downtown Row Type
373	Retail – Single Occupancy
374	Retail – Multi Occupancy
375	Retail – Drive-Up

Storage

391	Cold Storage Facility
392	Lumber Storage
393	Distribution Warehouse
395	Truck Terminal
396	Mini Warehouse

TABLE OF STRUCTURE TYPE CODES, CONT.

- 397 Flex Warehouse
- 398 Warehouse
- 399 Warehouse, Prefab

Sport and Health

- 381 Bowling Alley
- 382 Skating Rink
- 383 Health Spa
- 384 Swimming Pool, Indoor
- 385 Tennis Club, Indoor
- 386 Racquet Club, Indoor
- 387 Country Club
- 388 Club House
- 389 Country Club with Golf Course

Industrial

- 401 Manufacturing & Processing
- 405 Research & Development

TABLE OF STRUCTURE TYPE CODES, CONT.

Institutional and Special Purpose Buildings Recreational & Health

- 610 Library
- 611 School
- 612 College or University
- 613 Dormitories
- 614 Churches
- 620 Auditorium
- 640 Hospital
- 650 Post Office
- 660 Police or Fire Station
- 670 Correctional Facilities
- 680 Cultural Facility
- 690 Rail/Bus/Air Terminal

Communication

- 710 Telephone Equip Building
- 715 Telephone Service Garage
- 720 Radio/TV Transmit Building
- 725 Radio, TV or Motion Picture Studio

Mobile Home Parks

- 701 10 Spaces or less
- 702 10-50 Spaces
- 703 50 Spaces or more

INTERIOR/EXTERIOR DATA

Required entry for building – at least one line.

In describing the various positions of a Building Section, a concept of Interior Exterior Lines is needed. Please review the introductory paragraphs of this Section for a discussion on Building Sections and Interior Exterior Lines.

SECTION NUMBER is system assigned, a one digit number denoting the section of the building being described. Section Numbers are only descriptive.

LEVEL (FROM) Enter the code that describes the “first” level of the Interior Exterior Line. This field is used in conjunction with the next field,

LEVEL (TO) Enter the code that describes the “last” level of the Interior Exterior Line. This field is used in conjunction with the previous field.

A1 – to indicate attic.

B1 – to indicate first basement.

B2 – to indicate sub basement (up to B9 available).

C1 – to indicate first crawl space.

E1 – to indicate enclosure (up to E9 available).

M1 – to indicate mezzanines (balcony) (up to M9 available).

P1 – to indicate penthouses (up to P3 available).

01 – to indicate first story.

02 – to indicate second story

NOTE 1: When making entries to the FROM and to fields, do not mix codes.

NOTE 2: The numeric characters used with crawl space, mezzanines, attics, penthouses, and enclosures are for identification, not to indicate the floor or level where each item is located. For instance, if two enclosures were to be described on the first floor, they would be designated E1 to E1 and E2 to E2. Renumbering should begin when going to another floor.

NOTE 3: Mezzanine and enclosure entries should follow the listing of the floor they are on. That is, if there is a mezzanine located on the first floor of a building, the mezzanine should be coded on the next line following (underneath) the first floor.

NOTE 4: Penthouses should follow the top floor.

NOTE 5: Attic level entries should follow the highest floor level, including Penthouses.

NOTE 6: The first floor must always be entered as a separate line entry (01 to 01).

The following are examples of acceptable entries:

To describe floors 2 through 9 of a building: LEVEL FROM: 02 TO: 09

To describe the first floor of a building, the first floor of a building must always be a separate entry: LEVEL FROM 01 TO: 01

To describe a mezzanine: LEVEL FROM M1 TO: M1

To describe a penthouse: LEVEL FROM P1 TO: P1

The following are examples of unacceptable entries:

These entries are not only confusing, but would not form unique Interior Exterior Lines. They are not to be used.

This entry creates the question, “Is there a sub basement?” LEVEL FROM: B2 TO 01

This entry creates the question, “Is there a second story, third story, etc.?” LEVEL FROM 01 TO M1

This entry creates the question, “How many floors are there in between?” LEVEL FROM B1 TO P1

This entry does not enter the first floor as a separate line entry (01 to 01). LEVEL FROM 01 TO 03

USE TYPE – Enter the USE TYPE code describing the current use of the Interior Exterior Line.

NOTE 1: The USE TYPE may differ from the STRUCTURE TYPE.

NOTE 2: The USE TYPE for crawl space will always be “000” None.

USE TYPE CODE TABLE

Use Code	Use Description
000	None
011	Apartment
012	Hotel
013	Motel
021	Dormitory
024	Dwelling, Conversion - Multiple
025	Dwelling, Conversion - Office
026	Dwelling, Conversion - Sales
027	Dwelling
030	Laundromat/Dry Cleaners
031	Restaurant
032	Department Store
033	Discount Store/Market
034	Retail Store
035	Tavern/Bar
036	Lounge
037	Cafeteria
038	Convenience Store
039	Dairy Sales
041	Mini Warehouse
040	Barber/Beauty Shop
042	Hangar
043	Manufacturing
044	Light Manufacturing
045	Warehouse
046	Auto Showroom/Office
047	Auto Parts/Service
048	Tennis Club
049	Racquetball Court
050	Skating Rink (Ice or Roller)
051	Bank/Savings Institution
052	Medical Center
053	Office Building
054	Nursing Home
055	School
056	Hospital
057	Library
058	Funeral Home
059	Post Office
061	Auditorium/Theater
062	Cinema
063	Religious Institution

USE TYPE CODE TABLE, CONT.

Use Code	Use Description
064	Social/Fraternal Hall
070	Service Station with Bays
071	Service Station, Conversion Retail
072	Service Station, Conversion Storage
073	Service Station without Bays
074	Car Wash, Manual
075	Car Wash, Automatic
077	Truck Terminal
078	Distribution Warehouse
079	Cold Storage Warehouse
080	Flex Warehouse
081	Multi-Use Apartment
082	Multi-Use Office
083	Multi-Use Sales
084	Multi-Use Storage
085	Enclosure
086	Support Area
088	Restroom/Locker Facility
090	Parking Garage
091	Basement, Residential, unfinished
095	Covered / Enclosed Mall
100	Franchise Restaurant
101	A&W (prior to 1975)
102	A&W (1975 and after)
103	Applebee's
104	Arby's
106	Artic Circle (prior to 1972)
107	Artic Circle (1972 and after)
110	Bonanza Family Restaurant
112	Burger King
113	Chili's
115	Corner Pocket
118	Country Kitchen
119	Cracker Barrel
120	Dairy Queen (prior to 1972)
121	Dairy Queen (1972 and after)
122	Denny's
124	Elmer's
125	Four B's (prior to 1974)
126	Four B's (1974 and after)
130	Frontier Pies
131	Fuddrucker's

USE TYPE CODE TABLE, CONT.

Use Code	Use Description
132	Godfather's Pizza
133	Golden Corral
134	Hardee's
136	J-B Big Boy
140	KFC
146	Little Big Man Pizza
148	Long Horn
150	Long John Silver Seafood
152	McDonald's (prior to 1974)
153	McDonald's (1974 and after)
156	Mister Steak
157	Olive Garden
158	Outback
159	Perkins
160	Pioneer Pies
162	Pizza Hut
166	Rax
168	Red Lobster
170	Seasons'
172	Shakey's Pizza Parlor
174	Sizzler
176	Skipper's Seafood Shoppe
178	Sunny's
180	Taco Bell
182	Taco John's
186	Taco Treat
184	Taco Time
188	Tastee Freeze
190	Village Inn Pancake House
192	Village Inn Pizza
194	Wendy's Old Fashioned Hamburgers
199	Local Fast Food
200	Costco
204	Home Depot

USE TYPE CODE TABLE, CONT.

Use Code	Use Description
208	K-Mart
212	Lowe's
216	Pamida
220	Sam's Club
224	Shopko
228	Target
232	Wal-Mart
300	Best Inn
304	Best Western
308	Comfort Inn
312	Country Inn & Suites
316	Crystal Inn
320	Days Inn
324	Econolodge
328	Fairfield Inn
332	Hampton Inn/Suites
336	Holiday Inn Express
340	Howard Johnson Express Inn
344	La Quinta Inn
348	Microtel
352	Motel 6
356	Quality Inn
360	Ramada
364	Red Roof Inn
368	Sheraton
372	Sleep Inn
376	Super 8
380	Wingate
990	Parking, Upper Deck
138	Johnny Carino's
135	IHOP
128	Famous Dave's
151	Macaroni Grill

DIMENSION – SIZE – Enter either the dimensions (width and length) or the square foot area of the level being described.

To enter the dimensions, character positions are provided for eight characters: three numeric characters denoting the width, one multiplication (X) symbol, and four numeric characters denoting the length. The multiplication symbol must always be entered in the fourth character position from the left (within the two vertical hash marks).

To enter the square foot area, character positions are provided to enter eight numeric characters (up to 99,999,999 square feet).

NOTE 1: Do not enter the total square footage area for all stories of the Interior Exterior Line.

NOTE 2: Use 75% of the first floor area for 1½ story buildings.

NOTE 3: The square footage of attic area will be calculated at 40% of the square footage entered in the dimension field.

Example:

A1 to A1 dimension size = 1000

Calculated attic area = 1000 x 40% = 400

DIMENSION – PERIMETER – Enter the effective perimeter of the Interior Exterior Line of the building section being described. Enter the sum of all exterior wall measurements around the base of the Interior Exterior Line to the nearest foot.

NOTE 1: When a common wall separates two Building Sections include the length of the common wall with that section which corresponds to the height of the wall. If both sections are the same height,

include the common wall with either one of the two sections, but not both.

NOTE 2: When a common wall separates a building from an adjacent parcel under a different ownership, include the length of the common wall times 60% for both parcels to calculate effective perimeter.

NOTE 3: When an open area separates two Building Sections, do not use this open area in calculating the effective perimeter.

WALL HEIGHT – Enter the height of the wall described on the Interior Exterior Line story to the nearest foot. This measurement should be made from floor to floor and not from floor to ceiling.

NOTE 1: Parapets should not be included in this measurement.

NOTE 2: Gable type roofs should be measured to the eaves. Other roof types, such as shed or saw tooth should be averaged to compute the wall height to the roof line.

EXTERIOR WALL MATERIAL – Enter the code that best describes the type of EXTERIOR WALL MATERIAL of an Interior Exterior Line.

00 – NONE to indicate the absence of an exterior wall material.

01 – BRICK or STONE to indicate a brick or stone veneer.

02 – FRAME to indicate an exterior wall of wood, aluminum siding, composition siding, or shingles on sheathing.

03 – CONCRETE BLOCK to indicate a masonry wall consisting of concrete compressed into the shape of a block and allowed to harden.

04 – BRICK & CONCRETE BLOCK to indicate that at least one third of the exterior walls are of a brick or concrete block material, and the rest of the exterior walls are of the other material.

05 – TILE to indicate a hard earthenware block which has been hard burned and molded, such as terra cotta.

06 – MASONRY & FRAME to indicate that at least one third of the exterior walls are of a frame or masonry (brick or stone) material and the rest of the exterior walls are of the other material.

07 – METAL, LIGHT to indicate walls constructed of metal panels on wood or steel frame.

08 – METAL, SANDWICH to indicate walls constructed of a core of insulation covered on both sides by metal panels.

09 – CONCRETE LOAD BEARING to indicate a concrete wall which supports a part of the building, usually a floor or roof.

10 – CONCRETE NON LOAD BEARING to indicate a concrete curtain wall which does not support the roof or floor.

11 – GLASS to indicate walls of non supporting glass panels set in metal frame.

12 – GLASS & MASONRY to indicate walls on non supporting glass set in Brick or Concrete backup.

13 – ENCLOSURE to indicate a wood stud or concrete block office or sales enclosure wall in the interior of a building.

14 – CONCRETE TILT UP to indicate concrete wall sections that are cast horizontally and tilted or lifted into position.

15 – SOLAR GLASS to indicate a high quality tinted heat absorbent glass set in metal frame.

16 – ASBESTOS CORRUGATED RIGID to indicate a rigid corrugated asbestos sheet on wood or steel frame.

17 – NATIVE STONE to indicate a locally quarried stone used as a load bearing wall. The stone can be irregular shaped rubble or cut blocks set in place with mortar.

18 – LOG to indicate a log exterior wall.

NOTE 1: Exterior wall material for basement, crawl space, and parking garages will always be entered as code “00” None.

NOTE 2: Exterior wall material for enclosures should always be entered as code “13” Enclosure.

NOTE 3: Exterior wall material for mezzanines must be entered either as code “00” None or code “13” Enclosure.

CONSTRUCTION CLASS – Enter the code that describes the class of construction of the Interior Exterior Line.

1 – WOOD FRAME/JOIST/BREAM to indicate construction which incorporates wood stud balloon or platform framing or wood post and beam framing (mill construction). This category also includes masonry structures which incorporate wood joist or plank floor systems, or wood joist, truss, or rafter roof systems.

2 – FIRE RESISTANT (Reinforced Concrete Frame) to indicate buildings with exposed structural steel, or reinforced concrete columns and beams. Multi-story structures will have steel floor joists with concrete plank or a reinforced concrete floor sys-

tem. Exterior walls will typically be masonry or metal and glass panels.

3 – FIREPROOF (Structural Steel Frame) to indicate typically high-rise buildings with fabricated, heavy, structural steel column and beam framing which has been enveloped in a fireproof material such as concrete or gypsum. This incombustible material is applied to protect structural components of the building so that it can withstand a complete burnout of its contents without structural damage. Floors will be reinforced concrete or precast concrete plank on steel joists protected by a gypsum-vermiculite plaster on metal lath ceiling. Exterior walls will be masonry or metal and glass panels.

4 – PRE-ENGINEERED STEEL – to indicate buildings framed with prefabricated steel members. The structure will incorporate either metal beams, girders, columns and purlins, or light gauge steel joists manufactured from cold formed shapes of sheet or strip steel. Multi-story buildings may have floors of wood, steel, or concrete. Exterior walls will typically be prefinished metal siding or sandwich panels.

NOTE 1: For crawl space always enter construction type 1 and make no further entries on that line.

NOTE 2: Mezzanines and the upper level of parking garages entries require the CONSTRUCTION CLASS to be blank.

PERCENTAGE NET RENTABLE TO GROSS AREA – Enter the percentage of net rentable area to gross area. The gross area will be used for Cost Approach valuation calculations and the net rentable area will be used for the Income Approach valuation calculations. If there is no difference between the net rentable area and the gross area, leave this field blank.

INTERIOR DATA Required entry for building.

In describing the various positions of a Building Section, a concept of Interior Exterior Lines is needed. Please review the introductory paragraphs of this Section for a discussion on Building Sections and Interior Exterior Lines.

INTERIOR FINISH % (PERCENT) – Enter the extent of interior finish expressed in a percent. Consideration should be given to the floors, ceilings, and walls.

NOTE 1: Consideration should be given to the STRUCTURE TYPE CODE of the Interior Exterior Line. For example, you would not expect to find the same extent of interior finish in a warehouse that you would find in a professional building.

NOTE 2: As described earlier, the building is listed by sections. Each section has been assigned a USE TYPE or has been described in terms of the section's original construction use intention. Since the cost figures to be used to cost out the section and specific use type are a cost that is applicable to the specific type of section or structure under appraisal, the interior should be judged from that standpoint. An example would be:

An office building section is described as having a use type of “general office.” When this use type is recorded for this section, the interior is assumed to be completely finished. For mass appraisal it is not necessary to detail the office section's specific types of finish. The costing tables for general office use type already have finished interior built into their pricing rates. The data collector is really trying to determine if the complete section described as general office is 100% finished. If he/she finds the area is not to be consid-

ered 100% finished, the property record card should denote what percent is finished.

Another example would be a warehouse. The property record card has been appropriately marked to indicate that the section is for warehouse use. Since warehouse interior walls are normally unfinished, or just painted, the costing tables for this use type would automatically reflect minor interior finish. Therefore, for a use type describing a warehouse, the data collector would record the interior as being 100% Finished.

NOTE 3: Costing tables are established to appropriately consider the normal state of interior finish for each USE TYPE. Data collectors should consider that each USE TYPE to have 100% finish, even in the case of a warehouse, unless it is discovered that the percent of finish is not 100%.

PARTITIONS – Enter the code that describes the extent of interior partition walls within the Interior Exterior Line.

- 0** – NONE to indicate that there are no partitions at all.
- 1** – BELOW NORMAL to indicate that only a few partitions have been constructed and that most similar structures have a few more partitions than the subject structure.
- 2** – NORMAL to indicate that the subject structure has about the same extent of partitioning that is found in similar structures.
- 3** – ABOVE NORMAL to indicate that the subject structure has rather extensive partitioning when compared to similar structures used for the same purpose.

NOTE 1: The extent of partitioning should always be compared to what could be

considered normal for structures having the same use. The use type code should be considered. For example, a structure that was built as a hotel but is now used as an office building will probably have more extensive partitions (3 ABOVE NORMAL) than a structure built as an office building and used as an office building.

NOTE 2: Partitions should be recorded based on whether the amount of partitioning is normal or not normal for the particular section use type. In the event that partitioning for a particular use type is considered above or below normal, all the data collector need do is to record the difference by use of a code symbol indicating the above or below status. The pricing tables are set up to appropriately cost out “normal,” “below normal,” “above normal,” or “none” for each use type. Normal partitions for a retail store would be one partition separating the sales area from the storage area and one small office.

In the event that there were more partitions, the data collector would record “above normal.”

HEATING SYSTEM TYPE – Enter the code denoting the predominant heating system type utilized within the Interior Exterior Line.

- 0** – NONE to indicate that no heating system exists.
- 1** – HOT AIR to indicate either forced or gravity system.
- 2** – HOT WATER or STEAM to indicate both single and dual circulation heating system types.
- 3** – UNIT HEATERS or SPACE HEATERS

to indicate the use of non-central heating units.

- 4** – **ELECTRIC** to indicate the presence of an electric heating system. This system is characterized by electric resistance elements that convert electricity into heat. These elements are embedded in the floors, walls, ceilings, or baseboard to provide radiant heat.
- 5** – **HEAT PUMP** to indicate a reverse cycle refrigeration unit which can be used for heating and cooling.
- 6** – **SOLAR** to indicate either a passive or an active solar system.

AIR CONDITIONING TYPE Enter the code denoting the type of air conditioning within the Interior Exterior Line.

- 0** – **NONE** to indicate that there is no air conditioning.
- 1** – **CENTRAL** to indicate that there is (either separately or combined) a central cooling system commensurate with the quality grade specifications of the structure.
- 2** – **UNIT (Real Property)** to indicate that there is air conditioning to the structure provided by individual units that are valued as real property.

NOTE: Window air conditioners are not considered real property and should be considered as 0 NONE.

PLUMBING/WATER – Enter the code describing The extent and adequacy of the plumbing and piping system within the Interior Exterior Line. Consideration must be given to the USE TYPE of the Interior

Exterior Line. For example, motels naturally have more extensive plumbing systems than retail stores.

- 0** – **NONE** to indicate that there is no plumbing.
- 1** – **BELOW NORMAL** to indicate that the plumbing is below normal for the USE TYPE of the Interior Exterior Line.
- 2** – **NORMAL** to indicate that the plumbing is normal for the USE TYPE of the Interior Exterior Line.
- 3** – **ABOVE NORMAL** to indicate that the plumbing is above normal for the USE TYPE of the Interior Exterior Line.

PHYSICAL CONDITION – Enter the one digit numeric code denoting the physical condition of the Interior Exterior Line in relation to its age. Consideration should include foundation, frame, exterior walls, roof, heating, air conditioning, lighting and electrical systems, plumbing, internal walls, and floor finish.

- 1** – **POOR** to indicate that the Interior Exterior Line is structurally unsound. Major structural elements require replacement. The interior is in a dilapidated condition and does not appear suitable for use.
- 2** – **FAIR** to indicate that the Interior Exterior Line shows marked wear and deterioration but the property is usable for commercial or industrial purposes. It could be characterized as “needing work.”
- 3** – **NORMAL** to indicate that the Interior Exterior Line shows only minor signs of physical deterioration due to “wear and tear.” There are few indications of deferred

maintenance and no significant repairs or replacements are necessary.

- 4 – GOOD to indicate that the Interior Exterior Line is in new or “like new” condition. There are no deficiencies in material or construction and no signs of deferred maintenance.
- 5 – EXCELLENT to indicate that a major renovation or rehabilitation of the Interior Exterior Line has taken place. The effective age of the Interior Exterior Line has been altered to that of a much newer building in good condition. The amount of work done to enhance the appearance and structural soundness of the Interior Exterior Line is far in excess of that required for normal maintenance.

FUNCTIONAL UTILITY FACTOR

– Enter the one digit numeric code denoting the functional utility of the Interior Exterior Line. Functional utility may be defined as the ability of the Interior Exterior Line to perform the function for which it is intended. It is the combined effect on marketability of the condition, utility, and desirability of the property. Consideration should be given to architecture, design and layout, sizes and types of rooms, and performance standards.

BASEMENT

- 0 – NONE to indicate that the basement has very little possibility of being utilized to any great degree. May be low posted and/or dirt floor. May be wet.
- 1 – POOR to indicate that the basement is capable of being only partially utilized due to height, size, ingress and egress, etc. Has no elevator service.
- 2 – FAIR to indicate that the basement may

be capable of being utilized for dead storage, etc., but lacks good elevator service, although it may have old cable controlled type.

- 3 – NORMAL to indicate that the basement is capable of being fully utilized with good movement of materials to first floor level by elevator or other mechanical means.
- 4 – GOOD to indicate that an exceptional utilization of entire basement area is possible. May house all or part sales, secondary office space, lounge, function rooms, kitchen, etc. Must be served by modern elevator.

FIRST FLOOR

- 0 – NONE to indicate that no possible present or future usefulness exists.
- 1 – POOR to indicate that the first floor exhibits very little possible utility at present or in the future due to shape, layout, size, construction, etc.
- 2 – FAIR to indicate that there may be excessive wasted space due to shape and size. Headroom and/or bay size is less than adequate. Problems exist with ingress or egress.
- 3 – NORMAL to indicate that the first floor layout provides for nearly full utilization of space. There is sufficient headroom and bay size to fulfill the function for which it is intended.

NOTE: Most first floor areas will fall into this classification.

- 4 – GOOD to indicate that the first floor has exceptional utilization due to layout, ingress and egress. There is little or no

wasted floor area and a maximum of net leasable space exists.

SECOND FLOOR

0 – NONE to indicate that the second floor has no present or future utilization.

1 – POOR to indicate that the second floor has a low percentage of net leasable to gross floor area. The plumbing and lighting are obsolete. It may have small bays or below posted. The overall layout is poor and no elevator service exists. There is no off street parking available in the immediate area.

2 – FAIR to indicate that the second floor has excessive hallways, stairwells, elevator shafts, etc., which result in a lower percentage of net leasable space. There may be an older type manually operated elevator or none at all. There is still proper ingress and egress but little off street parking is available in the area.

3 – NORMAL to indicate that the second floor layout provides for nearly full utilization of space with normal hall and stairwell areas. A self service elevator is available. There is adequate off street parking available in the immediate area.

4 – GOOD to indicate that the second floor has exceptional utilization. There is little or no wasted floor area. A modern self service elevator is available. There is more than adequate off street parking available in the immediate area.

ABOVE SECOND FLOOR

Use the same guidelines as SECOND FLOOR except to consider that on buildings with no elevator, the higher the floor level, the less desirable the space becomes.

It would be highly unlikely, in any building to progress upward floor by floor and have the functional utility increase. For example, if the second floor is classified as FAIR, it would not be likely for the third floor to be NORMAL.

NOTE: Economic obsolescence is addressed during valuation review.

OTHER BUILDING AND YARD IMPROVEMENTS

This part provides guidelines for collecting and recording additional structures or site improvements not part of the principle structure.

OTHER BUILDING AND YARD IMPROVEMENTS per record may be entered. There are numerous types of OBY's which may be encountered on commercial and industrial properties. The most common of these have been coded and included in the Table of Codes and Dimensions for Commercial Other Building and Yard Improvements following the OBY coding instructions. The inclusion of all possible items is considered impractical; however, the ability to collect data on uncoded items has been provided for, see chart entry MS1.

OBY CODE – Enter the OBY Code denoting the type of OTHER BUILDING and YARD IMPROVEMENT being described.

FLAT VALUE – Enter a plus (+) or minus (-) sign to denote the addition or deduction of a flat dollar amount which would then be entered in the Dimensions column. If the FLAT VALUE field is not utilized, this entry must be left blank.

DIMENSIONS – SIZE – Enter either the dimensions or area of the item being described.

width/diameter

length

size area

height

bushels

circumference

To enter the square foot area of the item, character positions are provided to enter eight numeric characters (up to 99,999,999 square feet). Utilize the character positions to the right. Leading zeros are not necessary.

QUANTITY – Enter the total number of identical OTHER BUILDING AND YARD IMPROVEMENTS. Both character positions must be filled in. Use leading zeros if necessary.

PHYSICAL CONDITION:

POOR to indicate that the OBY is in a dilapidated condition. It could be characterized as “beyond repair.”

FAIR to indicate that the OBY shows signs of deferred maintenance, but the improvement does contribute to the commercial or industrial operation. The improvement could be characterized as “needing work.”

NORMAL to indicate that the OBY shows only minor signs of physical deterioration due to “wear and tear.” There are few indications of deferred maintenance.

GOOD to indicate that the OBY shows no signs of deferred maintenance. It could be characterized as in new or “like new” condition.

EXCELLENT to indicate that the OBY has undergone major renovation or rehabilitation. Despite the actual age of the improvement, the effective age has been altered to a much newer improvement in good condition. The amount of work done to enhance the appearance and/or structural soundness of the improvement is far in excess of that required for normal maintenance.

NOTE: Deferred maintenance may be defined as desirable repairs and rehabilitation that will require immediate expenditures.

It does not necessarily imply inadequate prior maintenance.

FUNCTIONAL UTILITY – Enter the one digit numeric code denoting the functional utility of the OTHER BUILDING and YARD IMPROVEMENT. Functional utility may be defined as the ability of the improvement to assist the property to perform the function for which it is intended. Consideration should be given to design, size, and performance standards.

- 0** – NONE to indicate that the OBY adds nothing to the ability of the property to perform the function for which it is intended. It can in no way be considered serviceable.
- 1** – POOR to indicate that the OBY adds little to the ability of the property to perform the function for which it is intended. Major renovation is necessary to allow the improvement to make an adequate contribution to service.
- 2** – FAIR to indicate that the OBY adds to the ability of the property to perform the function for which it is intended, but the effect is minimal.
- 3** – NORMAL to indicate that the OBY adds an adequate amount to the ability of the property to perform the function for which it is intended.
- 4** – GOOD to indicate that no functional deficiencies exist for the OBY and that the improvement is well suited to aid the ability of the property to perform the function for which it is intended.

YEAR BUILT OR INSTALLED –
Enter the date in which the OTHER BUILD-

ING and YARD IMPROVEMENT was constructed or installed. For Example: 1976.

CLASS CODE – Class code is a required field for each improvement associated with a property. Care should be used in assigning the proper class code to insure that the appropriate tax rates and exemptions are applied.

PERCENT GOOD – Optional entry.
Enter the appraiser's judgment of remaining percent good for the OTHER BUILDING or YARD IMPROVEMENT being described. Percent good and depreciation are complements of each other. Therefore, an improvement which is estimated to have 35% depreciation as of a given time is said to be 65% good. In this way, the calculated Percent Good can be overridden by entering the appraisers estimate of the percent good. However, the year built, physical condition, and functional utility factors must still be entered.

NOTE: The purpose of this entry is to be an override to the computer calculated PERCENT GOOD.

FLAT VALUE ENTRY – IMPROVEMENTS

This entry may be utilized in numerous ways. Since it is not expected that every parcel should be appraised by computer assisted techniques, it is necessary to allow for the value of manually appraised properties to be integrated into the system. Flat Values may also be utilized to add or deduct a flat dollar amount from the overall improvement value of the parcel.

ECF DESCRIPTION – The final economic condition factor adjustment to a cost approach value which accounts for local market factors not previously accounted for.

DESCRIPTION – Enter the description of the manually appraised property or to explain the reason for an addition or deduction of a flat dollar amount. Enter a plus (+) or minus (-) to denote the addition or deduction of value.

CLASS CODE

RATE – This is a calculated field and refers to the factor which when multiplied with the replacement cost new less depreciation value is the value of the improvement.

COMMERCIAL OBY'S TABLE

Code	Description	Measurement
CAA1	Arena, Steel Frame, Commercial	Dim or Sq Ft
CAA2	Arena, Pole, Commercial	Dim or Sq Ft
CAA3	Arena, Lean-To, Frame, Commercial	Dim or Sq Ft
CAA4	Arena, Lean-To, Pole, Commercial	Dim or Sq Ft
CAC1	Air Conditioning, central	Dim or Sq Ft
CAC2	Air Conditioning, unit	1 each
CAD1	Commercial Stables	Dim or Sq Ft
CAF1	Garage, attached, frame, finished, low cost	Dim or Sq Ft
CAF2	Garage, attached, frame, finished, average	Dim or Sq Ft
CAF3	Garage, attached, frame, finished, good	Dim or Sq Ft
CAF4	Garage, attached, frame, unfinished, low cost	Dim or Sq Ft
CAF5	Garage, attached, frame, unfinished, average	Dim or Sq Ft
CAF6	Garage, attached, frame, unfinished, good	Dim or Sq Ft
CAG1	Grain Bin w/o aerator < 60,000 BU	Bushels
CAG2	Grain Bin w/aerator < 60,000 BU	Bushels
CAG3	Steel Hopper Bin < 5,000 BU	Bushels
CAG4	Grain Bin w/o aerator > 60,000 BU	Bushels
CAG5	Grain Bin w/aerator > 60,000 BU	Bushels
CAG6	Steel Hopper Bin > 5,000 BU	Bushels
CAM1	Garage, attached, masonry, finished - low cost	Dim or Sq Ft
CAM2	Garage, attached, masonry, finished - average	Dim or Sq Ft
CAM3	Garage, attached, masonry, finished - good	Dim or Sq Ft
CAM4	Garage, attached, masonry, unfinished - low cost	Dim or Sq Ft
CAM5	Garage, attached, masonry, unfinished - average	Dim or Sq Ft
CAM6	Garage, attached, masonry, unfinished - good	Dim or Sq Ft
CAN1	Annex, wood crib	Bushels
CAN2	Annex, concrete, under 200,001 bu.	Bushels
CAN3	Annex, concrete, over 200,000 bu.	Bushels
CAU1	Fuel Storage Tank, underground, Steel	Gallons
CAU2	Fuel Storage Tank, aboveground, Steel	Gallons
CAU3	Fuel Storage Tank, horizontal pressure, under 4,001 gal	Gallons
CAU3A	Fuel Storage Tank, horizontal pressure, over 4,001 gal	
CAU4	Fuel Storage Tank, aboveground, sgl concrete vault	Gallons
CAU5	Fuel Storage Tank, aboveground, dbl concrete vault	Gallons
CAU6	Fuel Storage Tank, underground, fiberglass	Gallons
CAU7	Fuel Storage Tank, underground, steel, cathode	Gallons
CAU8	Fuel Stor. tank,Above Ground,conc vlt,sgl comp,dbl wall	Gallons
CAU9	Fuel Stor. tank,Above Ground,conc vlt,dbl comp,dbl wall	Gallons
CBB1	Boat House, frame	Dim or Sq Ft
CBB2	Boat House, masonry	Dim or Sq Ft
CBC1	Bank, Drive-in, canopy	Dim or Sq Ft
CBC2	Bank, Drive-in, teller booth	Dim or Sq Ft

COMMERCIAL OBY'S TABLE, CONT.

Code	Description	Measurement
CBD1	Boat Dock, light wood	Dim or Sq Ft
CBD2	Boat Dock, medium wood	Dim or Sq Ft
CBD3	Boat Dock, heavy wood	Dim or Sq Ft
CBS1	Boat Slip, economy	1 each
CBS2	Boat Slip, average	1 each
CBS3	Boat Slip, good	1 each
CCA1	Scale, platform	Pounds
CCA2	Scale, truck	Pounds
CCA3	Scale, cattle	Pounds
CCF1	Commercial Cooler 32-60 degree, built-in	Dim or Sq Ft
CCF2	Commercial Chiller - 5 to 31 degrees, built-in	Dim or Sq Ft
CCF3	Commercial Freezer - -15 to 5 degrees, built-in	Dim or Sq Ft
CCF4	Commercial Sharp Freezer - -45 to -15, built-in	Dim or Sq Ft
CCP5	Canopy Roof, low cost	Dim or Sq Ft
CCP6	Canopy Roof, average	Dim or Sq Ft
CCP7	Canopy Roof, good	Dim or Sq Ft
CDH0	Drive House, concrete, low cost	Dim or Sq Ft
CDH1	Drive House, wood/metal, good	Dim or Sq Ft
CDH2	Drive House, wood/metal, average	Dim or Sq Ft
CDH3	Drive House, wood/metal, low cost	Dim or Sq Ft
CDH4	Drive House, concrete, good	Dim or Sq Ft
CDH5	Drive House, concrete, average	Dim or Sq Ft
CDT1	Drive-in Theater Screen	Dim or Sq Ft
CEL1	Elevators, wood crib	Bushels
CEL2	Elevators, concrete, under 200,001 bushels	Bushels
CEL3	Elevators, concrete, over 200,000 bushels	Bushels
CFP1	Flag Pole	Lin. Ft
CFS1	Flat Storage, wood	Bushels
CFS2	Flat Storage, metal	Bushels
CFS3	Flat Storage, Concrete	Dim or Sq Ft
CGF1	Garage, detached, frame, finished - low cost	Dim or Sq Ft
CGF2	Garage, detached, frame, finished - average	Dim or Sq Ft
CGF3	Garage, detached, frame, finished - good	Dim or Sq Ft
CGF4	Garage, detached, frame, unfinished - low cost	Dim or Sq Ft
CGF5	Garage, detached, frame, unfinished - average	Dim or Sq Ft
CGF6	Garage, detached, frame, unfinished - good	Dim or Sq Ft
CGH1	Greenhouse, economy	Dim or Sq Ft
CGH2	Greenhouse, average	Dim or Sq Ft
CGH3	Greenhouse, good	Dim or Sq Ft
CGM1	Garage, detached, masonry, finished - low cost	Dim or Sq Ft
CGM2	Garage, detached, masonry, finished - average	Dim or Sq Ft
CGM3	Garage, detached, masonry, finished - good	Dim or Sq Ft

COMMERCIAL OBY'S TABLE, CONT.

Code	Description	Measurement
CGM4	Garage, detached, masonry, unfinished - low cost	Dim or Sq Ft
CGM5	Garage, detached, masonry, unfinished - average	Dim or Sq Ft
CGM6	Garage, detached, masonry, unfinished - good	Dim or Sq Ft
CGS1	Service Station Attend. booth, stl/glass on masonry	Dim or Sq Ft
CGS2	Service Station Attend. booth, stucco/glass on frame	Dim or Sq Ft
CKF1	Kiosk	Dim or Sq Ft
CLD1	Loading Dock, steel/concrete	Dim or Sq Ft
CLD2	Loading Dock, wood	Dim or Sq Ft
CLD4	Loading Dock, truck/train wells	Dim or Sq Ft
CLD5	Dock Levelers	1 each
CLT1	Light, mercury vapor, wall mounted	1 each
CLT2	Light, incandescent, wall mounted	1 each
CLT3	Light, fluorescent, pole & bracket	1 each
CLT4	Light, incandescent, pole & bracket	1 each
CLT5	Light, mercury vapor, pole & bracket	1 each
CMEA	M&E, average cost, under 200,001 bushels	Bushels
CMEA2	M&E, Average Cost, over 200,000 bushels	Bushels
CMEE	M&E, excellent cost, under 200,001 bushels	Bushels
CMEE2	M&E, excellent cost, over 200,000 bushels	Bushels
CMEG	M&E, good cost, under 200,001 bushels	Bushels
CMEG2	M&E, good cost, over 200,000 bushels	Bushels
CMEL	M&E, low cost, under 200,001 bushels	Bushels
CMEL2	M&E, low cost, over 200,000 bushels	Bushels
CMS1	Miscellaneous Structure	
CPA1	Paving, asphalt	Dim or Sq Ft
CPA2	Paving, concrete, 4"	Dim or Sq Ft
CPA3	Paving, concrete, 5-6"	Dim or Sq Ft
CPA4	Paving, concrete, 8"	Dim or Sq Ft
CPA5	Paving, concrete, 12"	Dim or Sq Ft
CPB1	Plumbing Fixture	1 each
CPB2	Pole Barn, closed 4 sides, metal - low cost	Dim or Sq Ft
CPB3	Pole Barn, closed 4 sides, metal, average	Dim or Sq Ft
CPB4	Pole Barn, closed 4 sides, metal - good	Dim or Sq Ft
CPC1	Pet Crematory Retort (Small)	1 each
CPC2	Pet Crematory Retort (Medium)	1 each
CPC3	Pet Crematory Retort (Large)	1 each
CPK1	Parking Bumper, concrete	
CPK2	Parking Bumper, wood	
CRC1	Carport	Dim or Sq Ft
CRF0	Fence, pipe/post (commercial)	Hgt*Lin Ft
CRF1	Fence, chain link (commercial)	Hgt*Lin Ft
CRF2	Fence, picket (commercial)	Hgt*Lin Ft

COMMERCIAL OBY'S TABLE, CONT.

Code	Description	Measurement
CRF3	Fence, stockade (commercial)	Hgt*Lin Ft
CRF4	Fence, post/rail (commercial)	Hgt*Lin Ft
CRF5	Fence, basketweave (commercial)	Hgt*Lin Ft
CRF6	Fence, brick/masonry (commercial)	Hgt*Lin Ft
CRF7	Fence, ornamental iron (commercial)	Hgt*Lin Ft
CRF8	Fence, barbed wire, 4 strand (commercial)	Hgt*Lin Ft
CRF9	Fence, stockyard corrals (commercial)	Hgt*Lin Ft
CRFC	Fence, chain link w/barbed wire (commercial)	Hgt*Lin Ft
CRFV	Fence, vinyl (commercial)	Hgt*Lin Ft
CRP5	Swimming pool, outdoor, commercial	Dim or Sq Ft
CRR1	Railroad Trackage, spurs, 40#	Lin Ft
CRS1	Utility Building, frame	Dim or Sq Ft
CRS2	Utility Building, metal	Dim or Sq Ft
CRS3	Utility Building, brick/stone	Dim or Sq Ft
CRW1	Retaining Wall	Hgt*Lin Ft
CSB1	Steel Building, vertical sides - low cost	Dim or Sq Ft
CSB2	Steel Building, vertical sides - average	Dim or Sq Ft
CSB3	Steel Building, vertical sides - good	Dim or Sq Ft
CSB4	Steel Building, slant sides - low cost	Dim or Sq Ft
CSB5	Steel Building, slant sides - average	Dim or Sq Ft
CSB6	Steel Building, slant sides - good	Dim or Sq Ft
CSF2	Flat Storage, metal	Bushels
CSH1	Shed, machinery	Dim or Sq Ft
CSH2	Shed, aluminum	Dim or Sq Ft
CSH3	Shed, finished metal (Do Not Use)	Dim or Sq Ft
CSH4	Shed, Quonset	Dim or Sq Ft
CSH5	Shed, lumber, 1 side open	Dim or Sq Ft
CSH6	Shed, lumber, 4 sides open	Dim or Sq Ft
CSK1	Skate Rink, outdoor, ice	Dim or Sq Ft
CSS1	Sprinkler System, wet	Dim or Sq Ft
CSS2	Sprinkler System dry	Dim or Sq Ft
CSU1	Sauna/Steam Room, < 25 sqft	1 each
CSU2	Sauna/Steam Room, 25-60 sqft	1 each
CSU3	Sauna/Steam Room, > 60 sqft	1 each
CTA1	Tanks, wooden	Dia * Hgt
CTA2	Tanks, welded steel	Dia * Hgt
CTA4	Tanks, welded steel	Dia * Hgt
CTA6	Tanks, bolted steel	Dia * Hgt
CTA8	Tanks, vertical, poly/fiberglass	Gallons
CTC1	Tennis Court, asphalt (commercial)	Dim or Sq Ft
CTC2	Tennis Court, concrete (commercial)	Dim or Sq Ft
CTC3	Tennis Court, clay (commercial)	Dim or Sq Ft

COMMERCIAL OBY'S TABLE, CONT.

Code	Description	Measurement
CTR1	Restroom, frame, average	Dim or Sq Ft
CTR2	Restroom, concrete, average	Dim or Sq Ft
CTR3	Restroom, frame, low cost	Dim or Sq Ft
CTR4	Restroom, concrete, low cost	Dim or Sq Ft
CTU1	Tunnel, grain elevator	1 each
CWH1	Whirlpool/Hot Tub, < 5 persons	1 each
CWH2	Whirlpool/Hot Tub, 5-8 persons	1 each
CWH3	Whirlpool/Hot Tub, > 8 persons	1 each

INDUSTRIAL OBY'S TABLE

Code	Description	Measurement
I01A	Pipe Pressure, buried utility, copper 1"	Lin Ft
I01C	Pipe Pressure, ductile iron (plastic) lined 1"	Lin Ft
I01D	Pipe Pressure, buried utility, steel 1"	Lin Ft
I01E	Pipe Pressure, buried, red brass 1"	Lin Ft
I01F	Pipe Pressure, buried utility, plastic 1"	Lin Ft
I01H	Pipe Pressure, buried utility, stainless steel, 1"	Lin Ft
I01K	Pipe Pressure, b. utility, fbrgls, reinf resin, 1"	Lin Ft
I01L	Pipe Valves, 1"	1 each
I02A	Pipe Pressure, buried utility, copper 2"	Lin Ft
I02C	Pipe Pressure, ductile iron (plastic) lined 2"	Lin Ft
I02D	Pipe Pressure, buried utility, steel 2"	Lin Ft
I02E	Pipe Pressure, buried, red brass 2"	Lin Ft
I02F	Pipe Pressure, buried utility, plastic 2"	Lin Ft
I02H	Pipe Pressure, buried utility, stainless steel, 2"	Lin Ft
I02K	Pipe Pressure, b. utility, fbrgls, reinf resin, 2"	Lin Ft
I02L	Pipe Valves, 2"	1 each
I02M	Pipe Conveyance, buried utility, cast iron, 2"	Lin Ft
I02P	Pipe Conveyance, b utility, plastic tubing, 2"	Lin Ft
I03A	Pipe Pressure, buried utility, copper 3"	Lin Ft
I03C	Pipe Pressure, ductile iron (plastic) lined 3"	Lin Ft
I03D	Pipe Pressure, buried utility, steel 3"	Lin Ft
I03E	Pipe Pressure, buried, red brass 3"	Lin Ft
I03F	Pipe Pressure, buried utility, plastic 3"	Lin Ft
I03G	Pipe Pressure, b. utility, cast iron, cem. lined, 3"	Lin Ft
I03H	Pipe Pressure, buried utility, stainless steel, 3"	Lin Ft
I03K	Pipe Pressure, b. utility, fbrgls, reinf resin, 3"	Lin Ft
I03L	Pipe Valves, 3"	1 each
I03M	Pipe Conveyance, buried utility, cast iron, 3"	Lin Ft
I03N	Pipe Conveyance, b utility, corr. plastic tube, 3"	Lin Ft
I03P	Pipe Conveyance, b utility, plastic tubing, 3"	Lin Ft
I04A	Pipe Pressure, buried utility, copper 4"	Lin Ft
I04B	Pipe Pressure, buried utility, ductile iron 4"	Lin Ft
I04C	Pipe Pressure, ductile iron (plastic) lined 4"	Lin Ft
I04D	Pipe Pressure, buried utility, steel 4"	Lin Ft
I04E	Pipe Pressure, buried, red brass 4"	Lin Ft
I04F	Pipe Pressure, buried utility, plastic 4"	Lin Ft
I04G	Pipe Pressure, b. utility, cast iron, cem. lined, 4"	Lin Ft
I04H	Pipe Pressure, buried utility, stainless steel, 4"	Lin Ft
I04K	Pipe Pressure, b. utility, fbrgls, reinf resin, 4"	Lin Ft
I04L	Pipe Valves, 4"	1 each
I04M	Pipe Conveyance, buried utility, cast iron, 4"	Lin Ft
I04N	Pipe Conveyance, b utility, corr. plastic tube, 4"	Lin Ft
I04P	Pipe Conveyance, b utility, plastic tubing, 4"	Lin Ft

INDUSTRIAL OBY'S TABLE, CONT.

Code	Description	Measurement
I04R	Pipe Conveyance, buried utility, reinf conc, 4"	Lin Ft
I04T	Pipe Conveyance, buried utility, vit. clay, 4"	Lin Ft
I06A	Pipe Pressure, buried utility, copper 6"	Lin Ft
I06B	Pipe Pressure, buried utility, ductile iron 6"	Lin Ft
I06C	Pipe Pressure, ductile iron (plastic) lined 6"	Lin Ft
I06D	Pipe Pressure, buried utility, steel 6"	Lin Ft
I06F	Pipe Pressure, buried utility, plastic 6"	Lin Ft
I06G	Pipe Pressure, b. utility, cast iron, cem. lined, 6"	Lin Ft
I06H	Pipe Pressure, buried utility, stainless steel, 6"	Lin Ft
I06K	Pipe Pressure, b. utility, fbrgls, reinf resin, 6"	Lin Ft
I06L	Pipe Valves, 6"	1 each
I06M	Pipe Conveyance, buried utility, cast iron, 6"	Lin Ft
I06N	Pipe Conveyance, b utility, corr. plastic tube, 6"	Lin Ft
I06P	Pipe Conveyance, b utility, plastic tubing, 6"	Lin Ft
I06Q	Pipe Conveyance, b utility, non-reinf conc, 6"	Lin Ft
I06R	Pipe Conveyance, buried utility, reinf conc, 6"	Lin Ft
I06S	Pipe Conveyance, buried utility, corr. metal, 6"	Lin Ft
I06T	Pipe Conveyance, buried utility, vit. clay, 6"	Lin Ft
I08A	Pipe Pressure, buried utility, copper 8"	Lin Ft
I08B	Pipe Pressure, buried utility, ductile iron 8"	Lin Ft
I08D	Pipe Pressure, buried utility, steel 8"	Lin Ft
I08F	Pipe Pressure, buried utility, plastic 8"	Lin Ft
I08G	Pipe Pressure, b. utility, cast iron, cem. lined, 8"	Lin Ft
I08H	Pipe Pressure, buried utility, stainless steel, 8"	Lin Ft
I08K	Pipe Pressure, b. utility, fbrgls, reinf resin, 8"	Lin Ft
I08L	Pipe Valves, 8"	1 each
I08N	Pipe Conveyance, b utility, corr. plastic tube, 8"	Lin Ft
I08P	Pipe Conveyance, b utility, plastic tubing, 8"	Lin Ft
I08Q	Pipe Conveyance, b utility, non-reinf conc, 8"	Lin Ft
I08R	Pipe Conveyance, buried utility, reinf conc, 8"	Lin Ft
I08S	Pipe Conveyance, buried utility, corr. metal, 8"	Lin Ft
I08T	Pipe Conveyance, buried utility, vit. clay, 8"	Lin Ft
I10B	Pipe Pressure, buried utility, ductile iron 10"	Lin Ft
I10D	Pipe Pressure, buried utility, steel 10"	Lin Ft
I10F	Pipe Pressure, buried utility, plastic 10"	Lin Ft
I10G	Pipe Pressure, b. utility, cast iron, cem. lined, 10"	Lin Ft
I10H	Pipe Pressure, buried utility, stainless steel, 10"	Lin Ft
I10K	Pipe Pressure, b. utility, fbrgls, reinf resin, 10"	Lin Ft
I10L	Pipe Valves, 10"	1 each
I10P	Pipe Conveyance, b utility, plastic tubing, 10"	Lin Ft
I10Q	Pipe Conveyance, b utility, non-reinf conc, 10"	Lin Ft
I10R	Pipe Conveyance, buried utility, reinf conc, 10"	Lin Ft
I10S	Pipe Conveyance, buried utility, corr. metal, 10"	Lin Ft

INDUSTRIAL OBY'S TABLE, CONT.

Code	Description	Measurement
I10T	Pipe Conveyance, buried utility, vit. clay, 10"	Lin Ft
I12B	Pipe Pressure, buried utility, ductile iron 12"	Lin Ft
I12D	Pipe Pressure, buried utility, steel 12"	Lin Ft
I12F	Pipe Pressure, buried utility, plastic 12"	Lin Ft
I12G	Pipe Pressure, b. utility, cast iron, cem. lined, 12"	Lin Ft
I12H	Pipe Pressure, buried utility, stainless steel, 12"	Lin Ft
I12K	Pipe Pressure, b. utility, fbrgls, reinf resin, 12"	Lin Ft
I12L	Pipe Valves, 12"	1 each
I12P	Pipe Conveyance, b utility, plastic tubing, 12"	Lin Ft
I12Q	Pipe Conveyance, b utility, non-reinf conc, 12"	Lin Ft
I12R	Pipe Conveyance, buried utility, reinf conc, 12"	Lin Ft
I12S	Pipe Conveyance, buried utility, corr. metal, 12"	Lin Ft
I12T	Pipe Conveyance, buried utility, vit. clay, 12"	Lin Ft
I15P	Pipe Conveyance, b utility, plastic tubing, 15"	Lin Ft
I15R	Pipe Conveyance, buried utility, reinf conc, 15"	Lin Ft
I15T	Pipe Conveyance, buried utility, vit. clay, 15"	Lin Ft
I16B	Pipe Pressure, buried utility, ductile iron 16"	Lin Ft
I16D	Pipe Pressure, buried utility, steel 16"	Lin Ft
I16G	Pipe Pressure, b. utility, cast iron, cem. lined, 16"	Lin Ft
I16J	Pipe Pressure, buried utility, concrete, 16"	Lin Ft
I16K	Pipe Pressure, b. utility, fbrgls, reinf resin, 16"	Lin Ft
I16L	Pipe Valves, 16"	1 each
I16Q	Pipe Conveyance, b utility, non-reinf conc, 16"	Lin Ft
I16S	Pipe Conveyance, buried utility, corr. metal, 16"	Lin Ft
I24B	Pipe Pressure, buried utility, ductile iron 24"	Lin Ft
I24D	Pipe Pressure, buried utility, steel 24"	Lin Ft
I24J	Pipe Pressure, buried utility, concrete, 24"	Lin Ft
I24L	Pipe Valves, 24"	1 each
I24Q	Pipe Conveyance, b utility, non-reinf conc, 24"	Lin Ft
I24R	Pipe Conveyance, buried utility, reinf conc, 24"	Lin Ft
I24S	Pipe Conveyance, buried utility, corr. metal, 24"	Lin Ft
I24T	Pipe Conveyance, buried utility, vit. clay, 24"	Lin Ft
I48B	Pipe Pressure, buried utility, ductile iron 48"	Lin Ft
I48D	Pipe Pressure, buried utility, steel 48"	Lin Ft
I48J	Pipe Pressure, buried utility, concrete, 48"	Lin Ft
I48L	Pipe Valves, 48"	1 each
I48R	Pipe Conveyance, buried utility, reinf conc, 48"	Lin Ft
I48S	Pipe Conveyance, buried utility, corr. metal, 48"	Lin Ft
IBA1	Barrier Post, concrete	1 each
IBF1	Bunker, concrete, fuel containment	Dim
IDE1	Dike, refinery containment, asphalt sealed	Lin Ft
IDE2	Dike, refinery containment, bentonite sealed	Lin Ft
IDE3	Dike, refinery earthen (not lined)	Lin Ft

INDUSTRIAL OBY'S TABLE, CONT.

Code	Description	Measurement
IDE4	Dike, refinery containment, membrane lined	Lin Ft
IDW1	Dirt work, fill	Cub. Yd
IDW2	Dirt work, excavate	Cub. Yd
IDW3	Dirt work, haul/fill	Cub. Yd
IMM1	Mine Powder Magazine, skid mount	Cub. Ft.
IMM2	Mine Powder Magazine, trailer mount	Cub. Ft.
IMT1	Mine Emulsion Mix Tank (prill explosive)	Per ton
IPL1	Ponds, lined - neoprene	Gallons
IPL2	Ponds, lined - polyethylene	Gallons
IPL3	Ponds, lined - bentonite	Gallons
IRE1	Retaining Wall, aluminized bin type	SqFt
IRE2	Retaining Wall, concrete	SqFt
IRE3	Retaining Wall, galvanized bin	SqFt
IRE4	Retaining Wall, segmental/pins	SqFt
IRL1	Railroad Trackage, relay, 80#	1 each
IRL2	Railroad Trackage, relay, 90#	1 each
IRL3	Railroad Trackage, relay, 100#	1 each
IRL4	Railroad Trackage, relay, 110#	1 each
IRM1	Road, Mine Haul - smooth terrain	Lin Ft
IRM2	Road, Mine Haul - moderate terrain	Lin Ft
IRM3	Road, Mine Haul - rough terrain	Lin Ft
IRR1	Railroad Trackage, spurs, 40#	Lin Ft
IRR2	Railroad Trackage, spurs, 60#	Lin Ft
IRR3	Railroad Trackage, spurs, 70#	Lin Ft
IRR4	Railroad Trackage, spurs, 80#	Lin Ft
IRR5	Railroad Trackage, spurs, 90#	Lin Ft
IRR6	Railroad Trackage, spurs, 100#	Lin Ft
IRR7	Railroad Trackage, spurs, 115#	Lin Ft
IRR8	Railroad Trackage, spurs, 130#	Lin Ft
IRT1	Tank, refinery cone roof, 503 - 1,999	Barrels
IRT2	Tank, refinery cone roof, 2,000-4,999	Barrels
IRT3	Tank, refinery cone roof, 5,000-9,999	Barrels
IRT4	Tank, refinery cone roof, 10,000-29,999	Barrels
IRT5	Tank, refinery cone roof, 30,000-74,999	Barrels
IRT6	Tank, refinery cone roof, 75,000-199,999	Barrels
IRT7	Tank, refinery cone roof, 200,000-349,999	Barrels
IRT8	Tank, refinery cone roof, 350,000-500,000	Barrels
IRY1	Road, dirt - raised	Lin Ft
IRY2	Road, paved - private	Lin Ft
IRY3	Road, paved - w/o curb & gutter	Lin Ft
IRY4	Road, paved - with curb & gutter	Lin Ft
ISA1	Railroad Spur Accessories - bumpers	1 each
ISA2	Railroad Spur Accessories - wheel stops	1 each

INDUSTRIAL OBY'S TABLE, CONT.

Code	Description	Measurement
ISA3	Railroad Spur Accessories - crossing signals	1 each
ISA4	Railroad Spur Accessories - 9' conc. roadbed	1 each
ISA5	Railroad Spur Accessories - crossing timbers	1 each
ISA6	Railroad Spur Accessories - derailer switch	1 each
ISD1	RR Spur, raised roadbed, cut/compacted fill	1 each
ISD2	RR Spur, raised roadbed, haul/compacted fill	1 each
ISP1	Structural Pad, concrete	Dim or SqFt
ISW1	Railroad Spur Switch, 80#	1 each
ISW2	Railroad Spur Switch, 90#	1 each
ISW3	Railroad Spur Switch, 100#	1 each
ISW4	Railroad Spur Switch, 110#	1 each
ISW5	Railroad Spur Switch, 115#	1 each
ISW6	Railroad Spur Switch, 130#	1 each
ISWK	Sidewalk, concrete	Dim or SqFt
ITD1	Tank, Dewar/Cryogenic, 500-999 gal.	Gallons
ITD2	Tank, Dewar/Cryogenic, 1,000-2,999 gal.	Gallons
ITD3	Tank, Dewar/Cryogenic, 3,000-5,999 gal.	Gallons
ITD4	Tank, Dewar/Cryogenic, 6,000-8,999 gal.	Gallons
ITD5	Tank, Dewar/Cryogenic, 9,000-12,000 gal.	Gallons
ITD6	Tank, Dewar/Cryogenic, 12,001-20,000 gal.	Gallons
ITF1	Tank, Refinery, floating roof, 500-999 gal.	Barrels
ITF2	Tank, Refinery, floating roof, 1,000-4,999 gal.	Barrels
ITF3	Tank, Refinery, floating roof, 5,000-9,999 gal.	Barrels
ITF4	Tank, Refinery, floating roof, 10,000-29,999 gal.	Barrels
ITF5	Tank, Refinery, floating roof, 30,000-74,999 gal.	Barrels
ITF6	Tank, Refinery, floating roof, 75,000-199,999 gal.	Barrels
ITF7	Tank, Refinery, floating roof, 200,000-349,999gal.	Barrels
ITF8	Tank, Refinery, floating roof, 350,000-500,000 gal.	Barrels
ITI1	Tank Insulation, fiberglass batt/metal cover	Sq Ft
ITI2	Tank Insulation, foamglass	Sq Ft
ITI3	Tank Insulation, koolphen	Sq Ft
ITI4	Tank Insulation, polyurethane, sprayed 2"	Sq Ft
IWF1	Warehouse, solid fertilizer, wood frame - fair	Dim or SqFt
IWF2	Warehouse, solid fertilizer, wood frame - average	Dim or SqFt
IWF3	Warehouse, solid fertilizer, wood frame - good	Dim or SqFt
IWW1	Water Well, 8" submersible pump, 2 HP	Lin Ft
IWW2	Water Well, 16-18" submersible pump, 20 HP	Lin Ft
IWW3	Water Well, 24" submersible pump, 25 HP	Lin Ft
IWW4	Water Well, 36" submersible pump, 30 HP	Lin Ft

FLAT VALUE

Optional

This field is used to add or deduct a value from the Total Improvement Value of the parcel. The value entered should be fully depreciated. Only the PERCENTAGE OF OWNERSHIP and ECONOMIC CONDITION FACTOR is applied to the value entered.

Type Description

Enter a narrative description of the value item. One character position is provided for entering a sign (+ or -) to indicate the type of value adjustment. Nine positions are provided

to enter up to \$999,999,999 of depreciated value to be added or deducted to the Total Improvement Value of the parcel.

Example:

Because of its uniqueness, a depreciated value of a golf course is manually calculated at \$650,000 and would be entered as follows:

CLASS CODE TYPE: Commercial

DESCRIPTION: Golf Course [+]

VALUE: 650,000

CLASS CODE: 3507

MIXED USE STRUCTURES, INCLUDING OFFICE WAREHOUSES

A special problem exists in describing structures that have been designed to accommodate tenants with varying requirements. They may be mixed – with finished office areas, open retail areas, or shop and storage areas. To properly handle them, they should be classed as follows:

- 081 Multi Use – Apartments
- 082 Multi Use – Office
- 083 Multi Use – Sales
- 084 Multi Use – Storage

However, there are no distinct separations into sections. Since they can be scattered and may change as time goes on, it is difficult to list them as Section 1, Section 2, Section 3, etc.

The following procedure is used for this type of building. See Fig. 1.

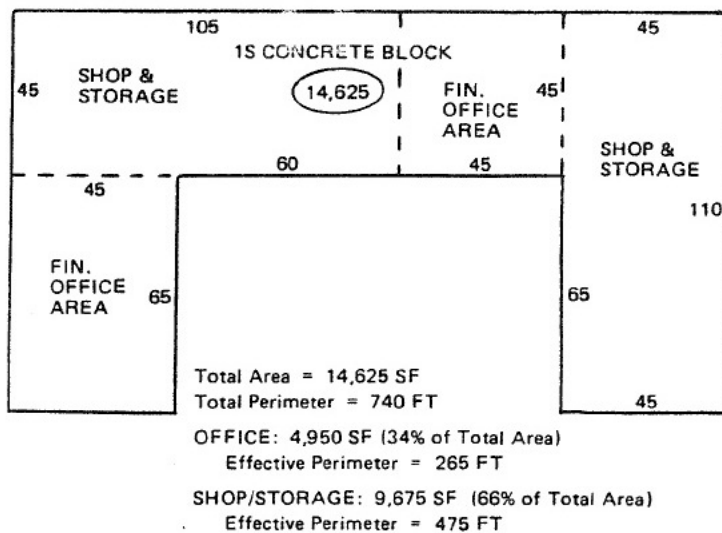
The Structure Type is 374 – Retail, Multi Occupancy.

Indicate the sizes and classification of the various areas on the sketch.

Somewhere in the sketch area indicate the total area and the area for each Use Type. Also indicate the total perimeter.

For each Use Type, calculate the actual perimeter.

Fig. 1

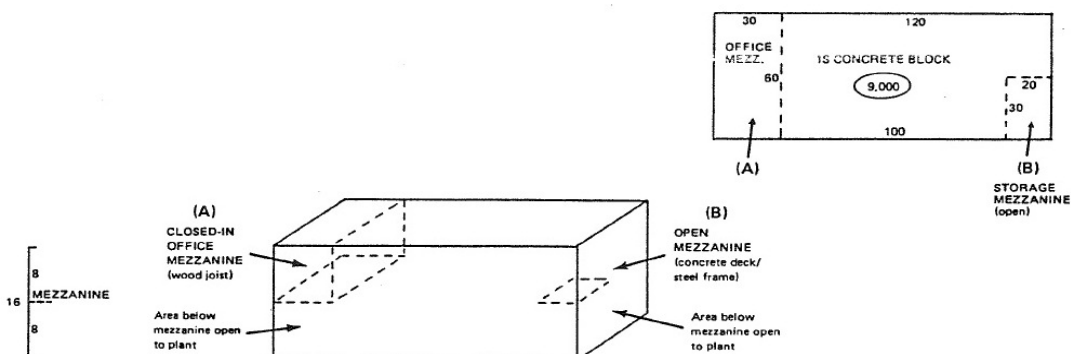


MEZZANINES

A mezzanine is defined as “A low story formed by placing a floor between what would ordinarily be the floor and ceiling of a high story.”

In its simplest form, a mezzanine must consist of a floor capable of supporting varying degrees of load, and some type of horizontal and vertical support or frame for that floor. Mezzanines may also be closed in for

Fig. 2



offices, storage labs, toilet rooms, or even living areas. See Fig. 2.

The proper procedure for handling mezzanines is to first describe the basic building as if the mezzanine was not there; that is, from the standpoint of dimensions, height, plumbing, finish, sprinkler, etc. Then proceed on the next line to describe the mezzanine using the same section number and “M1-M1.” The number character identifies only the number of mezzanines that exist in that section. For example, if there were three separate mezzanines, they would be listed as “M1-M1,” “M2-M2,” and “M3-M3.” The number does not refer to the floor on which the mezzanine is located.

The height of the example building is sixteen feet. This measurement should be made with no regard for mezzanines, as if they did not exist.

(A) is an office mezzanine that is open underneath. Since three of the mezzanine's sides are the walls of the main structure, there is only 60 feet of wall. Always use the “multi-use” codes to describe the Use Type and indicate the actual height of the mezzanine wall, even if it does not go all the way to the main structure roof. As with an enclosure, always use Exterior Wall Type code “13” for the mezzanine walls. Leave Construction Class blank. Notice that the office area has a different type of heating and air conditioning system than the manufacturing area.

(B) is an open mezzanine used for storage. It has no walls, so perimeter is “0.” The height to the roof from the mezzanine floor is “8” feet, even though there are no walls. Indicate Exterior Wall Type as “00,” since there are no walls. Interior finish should be “0,” since there are no partitions and any

finish (i.e., paint) present on the main wall may already have been accounted for.

PENTHOUSES

A penthouse is defined as “A building constructed on the roof of another building and normally smaller in area than the roof.”

First, describe the building as if the penthouse was not there. After all lower floors have been listed; the penthouse is indicated on the next line below the top floor. All positions must be entered. It is quite possible to have more than one penthouse on a roof. If this is so, describe them as P1-P1, P2-P2, etc., entering data in all positions.

Do not list elevator penthouses or stairway penthouses. The elevator penthouse is included in elevator pricing, and stairway penthouses are not significant.

OPEN AREAS

When upper floors extend beyond the first floor, there exists an “open area” under that extension. Do not confuse this situation with buildings that have open parking decks on the lower levels. The open area exists when there is usable space (be it office, apartment, storage or whatever) over completely bare area, such as no floor or slab.

Figs. 3 and 4 illustrate the proper use of the Open Area codes. Note in Fig. 4 that what might be referred to by the office building management as “Floor Number 1” becomes “Floor Number 2” because in describing the building, the parking deck is considered as first floor, even though it is partly below grade.

If questions or problems arise in the listing of complex buildings, consult your supervisor for interpretation.

Fig. 3

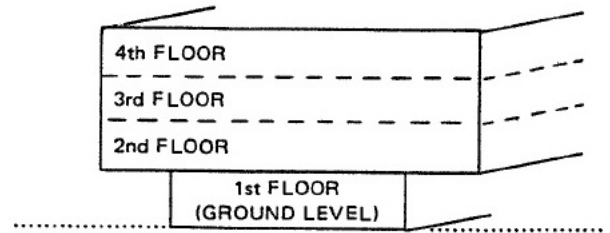
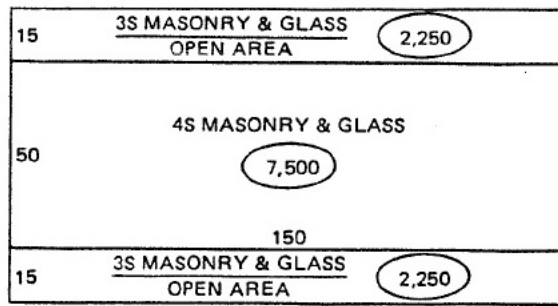


Fig. 4

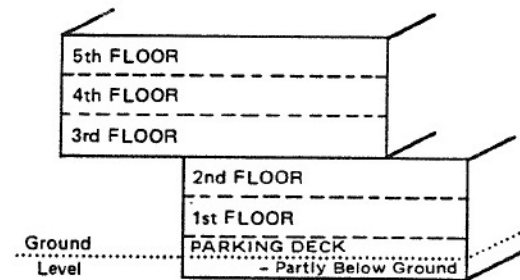
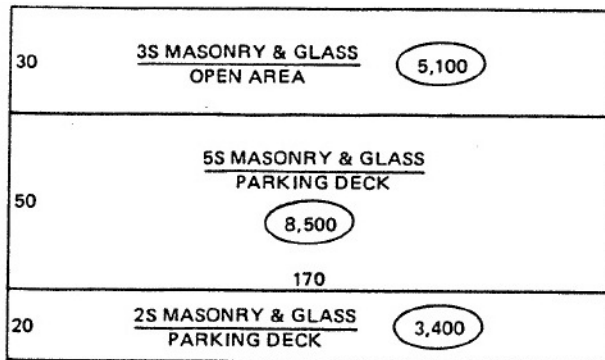


Fig. 5

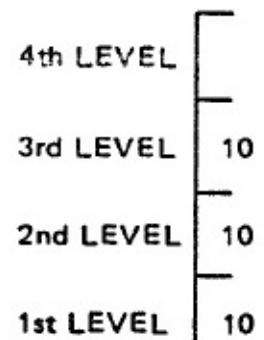
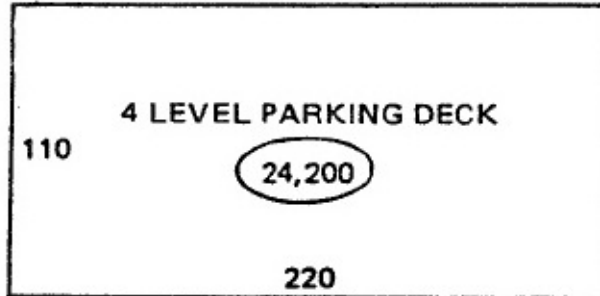
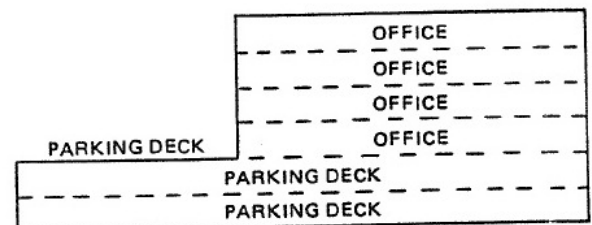
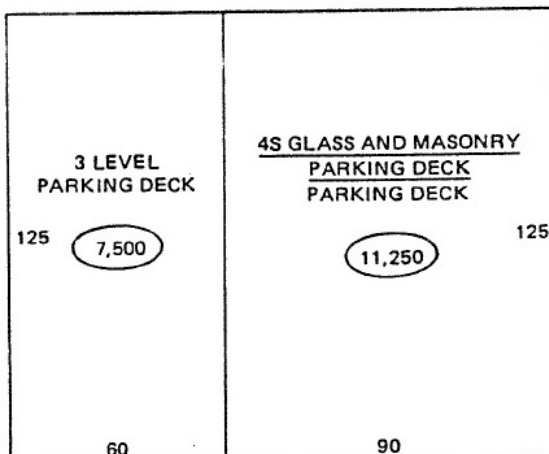


Fig. 6



OPEN PARKING DECKS

PARKING DECKS AS A SEPARATE STRUCTURE

GENERAL BUILDING DATA

1. Enter the total number of parking spaces in Number of Units.
2. Enter Structure Type Code 338. See Fig. 5.
3. Building Number, Year Built, and Number of Identical Units should also be entered.

EXTERIOR/INTERIOR DATA

1. Enter “00” in Exterior Walls for all levels, except basement – which should have “09” entered.
2. For the lower open parking deck levels, enter a Use Type of “090” and complete all Exterior/Interior data positions.
3. For the upper open parking deck level, enter “990” in Use Type. There must be an entry in each entry position from Number through and including Exterior Wall (Fields 611-618). It is also necessary to make entries in Physical Condition and Functional Utility.

PARKING DECKS CONNECTED TO AND AS LEVELS OF AN OFFICE BUILDING

GENERAL BUILDING DATA

1. The Structure Type Code is 354 – High Rise Office Building.
2. Do not enter parking spaces in Number of Units.
3. Enter remaining data as usual.

EXTERIOR/INTERIOR DATA

1. Enter “090” in Use Type and enter “00” in Exterior Walls for each parking deck level, except basement levels.
2. If a basement level exists, enter “09” in Exterior Walls.
3. For upper levels excluding the upper open deck, enter as with other structures, except for entering “00” in Exterior Walls.
4. For the upper open parking deck level (if not roofed), enter “990” in Use Type and proceed as described for parking decks as a separate structure.
5. On the level where office structure begins, there would be two entries.

Example:

<u>Levels</u>	<u>Use Type</u>	
02 to 02	Parking Deck	090
02 to 02	Office	053

COMMERCIAL/INDUSTRIAL CODE RELATIONSHIPS TABLE

STR TYPE		BASIC STR TYPE CODE	CONST TYPE CODE	NORMAL USE TYPE CODE	NAME(S)
101	Residential, One-Family	10	1	027	Dwelling
102	Residential, Two-Family	10	1	011	Apartment
103	Residential, Three-Family	10	1	011	Apartment
104	Residential, Four-Family	10	1	011	Apartment
105	Mixes Res/Comm (Built as Res.)	10	1	025	Dwelling Conversion, Office
				026	Dwelling Conversion Sales
106	Condominium (Common Element)	10	1	027	Dwelling
107	Condominium (Fee Simple)	10	1	027	Dwelling
108	Condominium (Time Share)	10	1	027	Dwelling
211	Apartment, Garden (3 Story of less)	02	1	011	Apartment
212	Apartment, High Rise	01	2 or 3		
011	Apartment				
213	Townhouse/Rowhouse	10	1	027	Dwelling
314	Hotel/Motel, High Rise (5 Story & Up)	01	2 or 3	012	Hotel
				013	Motel
315	Hotel/Motel, Low Rise (1 to 4 Story)	02	1 or 2	012	Hotel
				013	Motel
316	Nursing Home	02	1 or 2	054	Nursing Home
318	Boarding or Rooming House	10	1	081	Multi-Use Apartment
319	Mixed Res/Comm (Built as Comm.)	03	1 or 2	034	Retail Store
				081	Multi-Use Apartment
				082	Multi-Use Sale
321	Restaurant	03	1 or 2	031	Restaurant
				037	Cafeteria
325	Fast Food	09	1	100 Series	Franchise Restaurant
327	Bar or Lounge	03	1 or 2	035	Tavern or Bar
				036	Lounge
328	Night Club/Dinner Theater	03	1 or 2	031	Restaurant
331	Auto Dealer, Full Service	04	1,2, or 4	046	Auto Showroom or Office
				047	Auto Parts & Service
332	Auto/Equipment Service Garage	04	1 or 2	047	Auto Parts & Service
333	Service Station, Full-Serve	03	1 or 2	070	Service Station w/Bays
334	Service Station, Self-Service	03	1 or 2	071	Service Station – Conv. Retail
				072	Service Station – Conv. Storage
				073	Service Station w/o Bays
335	Truck Stop	04	1 or 2	047	Auto Parts & Service
				070	Service Station w/Bays
				073	Service Station w/o Bays
				081	Multi-Use Apartment
336	Car Wash, Manual	07	1 or 4	074	Car Wash, Manual
337	Car Wash, Automatic	04	1 or 2	075	Car Wash, Automatic
338	Parking Garage/Deck	04	2 or 3		
				090	Parking Garage
				990	Parking, Upper Deck
340	Super Regional Shopping Mall	03	2 or 3	Sectionalized as to use	Sectionalized as to use
341	Regional Shopping Mall	03	2	Sectionalized as to use	Sectionalized as to use
342	Community Shopping Center	03	1 or 2	Sectionalized as to use	Sectionalized as to use
343	Neighborhood Shopping Center	03	1 or 2	Sectionalized as to use	Sectionalized as to use
344	Strip Shopping Center	03	1 or 2	034	Retail Store
345	Discount Department Store	03	1 or 2	033	Discount Store/Market
346	Department Store	03	2 or 3	032	Department Store
347	Supermarket	03	1 or 2	033	Discount Store/Market
348	Convenience Food Market	03	1	038	Convenience Store
349	Medical Office Building	08	1 or 2	052	Medical Center
350	Drive-Up Bank	05	1 or 2	051	Banks & Savings Institutions
351	Bank	05	2 or 3	051	Banks & Savings
	Institutions				
352	Savings Institution	05	1 or 2	051	Banks & Savings
	Institutions				
353	Office Building, Low Rise (1 to 4 Story)	05	1 or 2	053	Office Building
354	Office Building, High Rise (5 Stories & up)	08	2 or 3	053	Office Building
355	Office Condominium	05	1,2 or 3	053	Office Building
356	Retail Condominium	05	1 or 2	034	Retail Store
361	Funeral Home	02	1	058	Funeral Home
362	Veterinary Clinic	03	1 or 4	082	Multi-Use Office
				083	Multi-Use Sales

COMMERCIAL/INDUSTRIAL CODE RELATIONSHIPS, CONT.

STR TYPE		BASIC STR TYPE CODE	CONST TYPE CODE	NORMAL USE TYPE CODE	NAME(S)
363	Legitimate Theater	06	1, 2, or 3	084	Multi-Use Storage
364	Motion Picture Theater	06	1 or 2	061	Auditorium or Theater
365	Cinema/Theater	06	1 or 2	061	Auditorium or Theater
367	Social of Fraternal Hall	03	1 or 2	062	Cinema
368	Hangar	04	2 or 4	064	Social or Fraternal Hall
369	Day Care Center	03	1	042	Hangar
				025	Dwelling Conversion, Office
				082	Multi-Use Sales
				083	Multi-Use Storage
371	Downtown Row Type	03	1	034	Retail Store
				081	Multi-Use Apartment
				082	Multi-Use Office
				083	Multi-Use Sales
				084	Multi-Use Storage
373	Retail, Single Occupancy	03	1	034	Retail Store
				081	Multi-Use Apartment
				082	Multi-Use Office
				083	Multi-Use Sales
				084	Multi-Use Storage
374	Retail, Multi-Occupancy	03	1	034	Retail Store
				081	Multi-Use Apartment
				082	Multi-Use Office
				083	Multi-Use Sales
				084	Multi-Use Storage
375	Retail, Drive-Up	03	1 or 2	039	Dairy Sales
381	Bowling Alley	04	1 or 2	083	Multi-Use Sales
382	Skating Rink	04	1 or 2	050	Skating Rink (Ice or Roller)
383	Health Spa	05	1 or 2	082	Multi-Use Office
384	Swimming Pool, Indoor	04	2	095	Covered Mall
385	Tennis Club, Indoor	04	2 or 4	048	Tennis Club
386	Racquetball Club, Indoor	03	1 or 2	049	Racquetball Club
387	Country Club	05	1	082	Multi-Use Office
388	Club House	03	1	083	Multi-Use Sales
389	Country Club w/Golf Course	05	1	082	Multi-Use office
391	Cold Storage Facility	04	1, 2 or 4	079	Cold Storage Warehouse
393	Distribution Warehouse	04	1 or 2	078	Distribution Warehouse
395	Truck Terminal	04	1 or 2	077	Truck Terminal
396	Mini Warehouse	04	1 or 4	041	Mini Warehouse
397	Flex Warehouse	04	1 or 2	080	Flex Warehouse
				053	Office
398	Warehouse	04	1 or 2	045	Warehouse
401	Manufacturing & Processing	04	1 or 2	043	Manufacturing
				044	Light Manufacturing
				082	Multi-Use Office
405	Research & Development	05	2 or 3	044	Light Manufacturing
				082	Multi-Use Office
610	Library	05	1 or 2	057	Library
611	School	05	1 or 3	055	School
612	College or University	05	1 or 3	021	Dormitory
				055	School
613	Dormitory	01	2 or 3	021	Dormitory
614	Church	05	1, 2 or 3	063	Religious Institution
620	Auditorium	06	1 or 2	061	Auditorium or Theater
640	Hospital	05	2 or 3	056	Hospital
650	Post Office	05	1 or 2	059	Post Office
660	Police or Fire Station	05	2 or 3	047	Auto Parts & Service
				082	Multi-Use Office
670	Correctional Facility	05	3	082	Multi-Use Office
680	Cultural Facility	05	2 or 3	053	Office
				061	Auditorium or Theater
690	Rail/Bus/Air Terminal	05	2 or 3	061	Auditorium or Theater
710	Telephone Equipment Building	04	2 or 3	043	Manufacturing
				045	Warehouse
715	Telephone Service Garage	04	2	045	Warehouse
				082	Multi-Use Office
720	Radio/TV Transmit Building	04	1 or 2	045	Warehouse
725	Radio, TV or Motion Picture Studio	04	1 or 2	061	Auditorium or Theater

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
011 Apartment A dwelling unit comprising one or more rooms designed to provide complete living facilities for a family or an individual. If a house has more than one living unit, it probably is a conversion and may be listed on a Residential card.	1 Below Normal 3 rooms, minimal closets 2 Normal 4 rooms, adequate closets 3 Above Normal 5 or more rooms, good closets	Hot water/steam or hot air	Central	1 Below Normal 1 bath. Central water heater, no dishwasher, no laundry hook-up 2 Normal 1-1½ baths, central water, Heater, dishwasher hookup 3 Above Normal 2 or more baths, individual water heater, dishwasher hook-up, laundry hook-up
012 Hotel Accommodations for over-night temporary lodging. Expanded customer services available and more commonly located in downtown areas and airports.	1 Below Normal Bath enclosure 2 Normal Bath & vanity enclosure 3 Above Normal laundry facilities, restaurant/lounge	Hot Water/steam or hot air	Central	1 Below Normal Common bath facilities 2 Normal Individual baths Individual baths, 3 Above Normal Bath & vanity enclosure, closet space
013 Motel Building or buildings located on or near highways which are designed to serve the needs of travelers and offers minimum lodging and parking.	1 Below Normal Strip units, bath enclosure 2 Normal Back-to-back units, bath & vanity enclosure 3 Above Normal Center hall units, bath & vanity enclosures	Hot Water/steam or hot air	Central	1 Below Normal Small bath facility 2 Normal Good individual baths 3 Above Normal Good individual baths, laundry facilities
021 Dormitory Living units normally associated with student housing at colleges and universities. May include cafeterias and game rooms.	1 Below Normal Minimal closets or non-built-in wardrobe 2 Normal Normal closets 3 Above Normal Good closets, bath enclosure, study area enclosure	Hot Water/steam or hot air	Central	1 Below Normal Central bath facility on each floor 2 Normal Several bath facilities on each floor 3 Above Normal Individual bath facilities
024 Dwelling Conversion – Multiple	1 Below Normal Minimal closets, typical 4 to 6 rooms 2 Normal Normal interior, adequate closets, typical 6 rooms 3 Above Normal Good closet space, typical 6 to 8 rooms, good built-in areas.	Hot Water/steam or hot air	Central	1 Below Normal Bath, central water heater, kitchen facilities, no dishwasher or laundry 2 Normal 1-1½ baths, individual water heater, kitchen facilities, dishwasher & laundry hook-ups 3 Above Normal 2 or more baths, individual water heater, kitchen facilities, dishwasher & laundry hook-ups

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
025 Dwelling Conversion – Office Residential living unit converted into office use, such as an attorney's office. Exterior remains basically the same with interior remodeling.	1 Below Normal Min. office partitions built built around existing room partitions 2 Normal Typical office partitions built around existing room partitions 3 Above Normal Good partitions over & above existing room partitions	Hot Water/steam or hot air	Central heater	1 Below Normal 1 Toilet room, water heater 2 Normal 2 Toilet rooms, water heater 3 Above Normal 2 Toilet rooms, water heater, kitchen facility
026 Dwelling Conversion – Sales Residential living unit converted into use as sales area. Example could be used as antique sales. Exterior remains basically the same with interior remodeling.	1 Below Normal Open area, most of existing partitions removed 2 Normal semi-open area, some of existing partitions removed 3 Above Normal Existing partitions remain, small display rooms	Hot water/steam or hot air	Central	1 Below Normal Lavatory, no water heater 2 Normal 1 Toilet room, water heater 3 Above Normal 2 Toilet rooms, water heater
027 Dwelling Defined as a residential living unit. This code will only be used for mixed-use property where the predominant use is commercial and a dwelling is also present on the parcel.		Hot water/steam or hot air	Central	1 Below Normal 1 bath, water heater, kitchen facilities 2 Normal 1-1½ baths, water heater, kitchen facilities, dishwasher & laundry hook-up 3 Above Normal 2 or more baths, water heater kitchen facilities, dishwasher & laundry hook-ups
030 Laundromat or Dry Cleaners Facility where the primary function is to provide a cleaning service – it can be self-clean or dry clean).	1 Below Normal Open areas, min. partitions 2 Normal Open area, partitioned dry cleaning work area 3 Above Normal Semi-open area, partitioned dry cleaning work area, small office	Hot water/steam or hot air	Central	1 Below Normal Lavatory, water heater, laundry hook-ups 2 Normal 1 toilet room, water heater, laundry hook-ups 3 Above Normal 2 toilet rooms, water heater, laundry hook-ups
031 Restaurant Facility where the primary function is the preparation & service of food in a sit-down and serve atmosphere. (Franchise restaurant Use Codes start with 10.)	1 Below Normal Mostly open space, few if any divided rooms 2 Normal Typical facilities 3 Above Normal Good kitchen facilities, restaurant, private dining room, good divided areas	Hot Water/steam or hot air	Central	1 Below Normal 2 toilet rooms, kitchen facilities, water heater 2 Normal 2 toilet rooms, kitchen water heater, counter service water heater, counter service, waitress stations

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
032 Department Store A store providing a large selection of various items. Typical examples area Sears, J.C. Penney and Ward.	1 Below Normal Storage enclosures, small office areas 2 Normal Storage and office enclosures 3 Above Normal Storage enclosures, small detail enclosure facilities, beauty/barber salon	Hot water/ Steam or hot air	Central	1 Below Normal Toilet rooms, water heater 2 Normal Toilet rooms, water heater, restaurant facilities 3 Above Normal Toilet rooms, water heater, restaurant
033 Discount Store/Market Discount stores offer a wide variety of items at reduced or discounted prices. Examples as K-Mart, Target and Wal-Mart. Market refers to grocery stores and other similar facilities that provide a large volume of goods offered to the customer.	1 Below Normal Storage enclosures 2 Normal Storage enclosures, small office area, meat preparation area 3 Above Normal Storage & office enclosures, meat preparation area	Hot water/ steam or hot air	Central	1 Below Normal Toilet room, water heater 2 Normal Toilet rooms, water heater, some snack bar or kitchen facility 3 Above Normal Toilet rooms, water heater, snack bar or kitchen facility, meat preparation are
034 Retail Store Stores having goods & services available for public use and consumption. Services are those not explicitly listed elsewhere.	1 Below Normal Storage enclosures 2 Normal Storage enclosures, small office area 3 Above Normal Storage enclosures, office area, divided sales area	Hot water/ steam or hot air	Central	1 Below Normal 1 toilet room, water heater 2 Normal Toilet rooms, water heater 3 Above Normal Toilet rooms, water heater, snack bar or kitchen facility, meat preparation area
035 Tavern/Bar Primary function of the facility is the sale of alcoholic beverages. May serve sandwiches or snacks.	1 Below Normal Mostly open area, few if any divided areas 2 Normal Most open, toilet enclosures, small kitchen enclosure 3 Above Normal Divided areas, kitchen enclosure, storage enclosure	Hot water/ steam or hot air	Central	1 Below Normal 1 toilet room 2 Normal 1 toilet room, water heater 3 Above Normal 2 toilet rooms, water heater, drinking fountain
036 Lounge Usually a separate area in a restaurant, motel or hotel. This is a secondary function of facility and normally of better quality than a Tavern/Bar.	1 Below Normal Mostly open area, few if any divided areas 2 Normal Mostly open, toilet enclosures, small 3 Above Normal Divided areas, kitchen enclosure, storage enclosure	Hot water/ steam or hot air	Central	1 Below Normal 2 toilet rooms, water heater, bar sink 2 Normal 2 toilet rooms, water heater, several bar sinks, small kitchen facilities 3 Above Normal Several toilet rooms, water heater, good bar installation, good kitchen facilities
037 Cafeteria A secondary function of a facility where you walk through a line, place your order and carry it to your table. Area in the basement of the Courthouse is an example.		Hot water/ steam or hot air	Central	

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
038 Convenience Store Store providing commodities purchased frequently and automatically, without extensive comparison of style, price and quality. Common names are Mini-Mart & Circle K.		Hot water/ steam or hot air	Central	
039 Dairy Sales Facility whose primary retail product is milk or milk derivatives. May contain drive-up window. Baskin Robbins is an example. Dairy Queen and other similar retail outlets are fast food.		Hot water/ steam or hot air	Central	
040 Barber or Beauty Shop Facility which provide hair care service.		Hot water/ steam or hot air.	Central	
041 Mini Warehouse A warehouse subdivided into a mixture of cubicles of generally small size, designed primarily to be rented for small self storage or noncommercial storage and may include some office-living space.	1 Below Normal Open area, small toilet enclosure 2 Normal Most open, toilet enclosure, small office area 3 Above Normal Semi-divided storage, toilet enclosure, office area	Hot water/ steam or hot air	None	1 Below Normal 1 toilet room, no water heater, floor drains 2 Normal 1-2 toilet rooms, water heater, floor drains 3 Above Normal 2 toilet rooms, water heater, floor drains, drinking fountain
042 Hangar Shed or other shelter designed for storage and repair of aircraft.	1 Below Normal Open area, small office enclosure 2 Normal Open area, small office area, small shop area 3 Above Normal Open area, shop area	Hot water/ steam or hot air	None	1 Below Normal 1 toilet room, no water heater, floor drains 2 Normal 1-2 toilet rooms, water heater, floor drains 3 Above Normal 2 toilet rooms, water heater, floor drains, drinking fountain, slop sink
044 Light Manufacturing structure used for making or assembling of goods by hand or machinery. Normally located in smaller less expensive structure than manufacturing.	1 Below Normal Open area, small office, locker rooms 2 Normal Open areas, some dividing walls, small office, locker rooms 3 Above Normal Open areas, dividing walls, office areas, locker rooms	Hot water/ steam or hot air	None	1 Below Normal Minimal locker room, toilet facilities, water heater, floor drains 2 Normal Average locker room, toilet facilities, shower facilities, water heater, floor drains 3 Above Normal Good locker room, toilet facilities, shower facilities, water heater, floor drains, drinking fountains, kitchen facilities

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
<p>045 Warehouse Designed primarily for storage. An amount of office space commensurate with the quality of the building is included in the costs. Typically, this is between 3% and 12% of the total area.</p>	<p>1 Below Normal Small office/restroom enclosure, less than 3% of building sq ft.</p> <p>2 Normal small office/restroom enclosure 3-12% of building sq ft</p> <p>3 Above Normal Office areas, restroom enclosures, parts enclosure, greater than 12% of the building sq ft.</p>	Hot water/steam or hot air	None	<p>1 Below Normal 1 toilet, few floor drains</p> <p>2 Normal 1-2 restrooms, floor drains, water heater</p> <p>3 Above Normal 2 restrooms, water heater, drinking fountain, small kitchen</p>
<p>046 Auto Showroom/Office Area within a structure designated for the display of automobiles, equipment, machinery, etc. and office space. If back part and any part of the structure consists of a service area, this is broken out into Use Type Auto Parts/Service</p>	<p>1 Below Normal Small office areas, toilet room enclosures</p> <p>2 Normal Office areas, toilet room enclosures</p> <p>3 Above Normal Office enclosures, part enclosures, parts enclosure</p>	Hot water/steam or hot air	Central	<p>1 Below Normal 1 toilet room, water heater</p> <p>2 Normal 2 toilet rooms, water heater</p> <p>3 Above Normal 2 toilet rooms, water heater, drinking fountain, small kitchen areas, toilet room</p>
<p>047 Auto Parts/Service Individual structure or an integral part of another structure that provides for the storing and selling of parts plus the servicing of automobiles, equipment or machinery. Showroom and/or office is listed under Use Type Auto Showroom/Office.</p>		Hot water/steam or hot air	Central	
<p>048 Tennis Club Recreational facility whose primary use is for tennis. May contain other amenities such as racquetball, basketball and swimming. Most recreational clubs will fall into this Use Type.</p>	<p>1 Below Normal Small locker rooms, small office area</p> <p>2 Normal Locker room area, office areas, small storage area</p> <p>3 Above Normal Locker room areas, office areas, storage areas, snack bar facilities, small lounge area</p>	Hot water/steam or hot air	Central	<p>1 Below Normal 2 toilet rooms, water heater</p> <p>2 Normal 2 toilet rooms, water heater, small locker room, drinking fountain</p> <p>3 Above Normal 2 toilet rooms, water heater, drinking fountain, small kitchen areas, toilet room</p>

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
049 Racquetball Court Recreational facility whose primary use is for racquetball. Court area used for racquetball can be outside or part of the club and totally enclosed.		Hot water/ steam or hot air	Central	
050 Skating Rink (Ice or Roller) An enclosure whose floor consists of a smooth surface of ice or wood.		Hot water/ steam or hot air	Central	
051 Bank/Savings Institution A building that has the function of receiving, lending and issuing money plus the ability to store valuables for their customers.	1 Below Normal Small office area, toilet enclosure, typical small branch bank 2 Normal Office areas, lunch rooms, average branch bank 3 Above Normal Office areas, toilet enclosures, lounge area, lunch rooms, typical main bank office	Hot water/ steam or hot air	Central	1 Below Normal Toilet rooms, water heater 2 Normal Toilet rooms, water heater, drinking fountains, kitchen 3 Above Normal Toilet rooms, water heater, drinking fountains, kitchen facilities
052 Medical Center Facility that provides for emergency and daily care of patients. This will include the clinics and centers set up for walk-in patients. Hospitals have another Use Type.	1 Below Normal Office area, examining rooms, general waiting room 2 Normal Good office area, examining rooms, waiting rooms 3 Above Normal Good office area, examining rooms, waiting rooms, storage closets	Hot water/ steam or hot air	Central	1 Below Normal Toilet rooms, water heater 2 Normal Toilet rooms, water heater, Water to examination rooms 3 Above Normal Toilet rooms, water heater, water to examination rooms,
053 Office Building A room or or rooms in which the affairs of a business, professional person, etc. are carried on. May be rented, owner-occupied or a combination.	1 Below Normal Open areas with some individual offices 2 Normal Individual offices, few secretarial areas for typing pools, i.e. open areas 3 Above Normal All individual office areas	Hot water/ steam or hot air	Central	1 Below Normal Small toilet rooms, water heater, drinking fountains 2 Normal Multiple fixture toilet rooms, water heater, drinking fountains 3 Above Normal Multiple fixture toilet rooms, water heater, drinking fountains, lounge/kitchen facilities
054 Nursing Home A facility providing needed care for persons who are infirmed, chronically ill, etc. This is not the same as an extended care wing on a hospital.	1 Below Normal Mostly semi-private rooms 2 Normal Mix of private and semi-private rooms 3 Above Normal All private rooms	Hot water/ steam or hot air	Central	1 Below Normal Common toilet facilities, water in rooms, water heater, kitchen facilities 2 Normal Semi-private toilet facilities, water heater, kitchen facilities 3 Above Normal Private toilet facilities, water heater, kitchen facilities

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
055 School A building or buildings used for teaching or training. May be an elementary school, university, vocational technical school or other educational use.	1 Below Normal Classrooms or large capacity, 50 or more students 2 Normal Classrooms of average capacity, 30 or more students 3 Above Normal Classrooms of small capacity of less than 30 students	Hot water/steam or hot air	Central	1 Below Normal Toilet facilities, water heater, cafeteria facilities, no locker rooms, drinking fountains 2 Normal Toilet facilities, water heater, cafeteria facilities, locker rooms, drinking fountains 3 Above Normal Toilet facilities, water heater, cafeteria facilities, locker rooms, drinking fountains, home conomic areas, floor drains, etc.
056 Hospitals An institution where the ill or injured may receive medical or surgical, treatment nursing and lodging. Clinics will be listed as Use Type - Medical Centers. Extended care units attached or adjacent to a hospital is considered as a use type of a hospital. rooms.	1 Below Normal General mix of rooms, private/semi-private with wards of 20 or more beds 2 Normal Mix of private & semi-private rooms, few wards 3 Above Normal Mostly private and semi-private facilities, areas of private toilet rooms.	Hot water/steam or hot air	Central	1 Below Normal Good toilet facilities, water heater, kitchen facilities, laundry facilities 2 Normal Good toilet facilities, water heater, kitchen facilities, laundry facilities, some areas of semi-private toilet facilities 3 Above Normal Good toilet facilities, water heater, kitchen facilities, laundry facilities
057 Library A public or private institution responsible for the care and circulation of books, magazines and various reference materials.	1 Below Normal Small office area, mtg rooms, enclosed study areas 2 Normal Office area, meeting rooms, enclosed study areas, few listening booths for records 3 Above Normal Office area, meeting rooms, small enclosed study areas, listening booths for records	Hot water/steam or hot air	Central	1 Below Normal Minimal toilet rooms 2 Normal Toilet rooms, water heater, drinking fountains 3 Above Normal Multiple fixture toilet rooms, water heater, drinking fountains.
058 Funeral Home Structure having the purpose of preparing the dead for burial and/or cremation. May also include facilities for services prior to burial.		Hot water/steam or hot air	Central	
059 Post Office A facility used for the receipt and distribution of mail.		Hot water/steam or hot air	Central	

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
061 Auditorium/Theater An auditorium is a building containing seating and a stage or portable stage, creating a setting for speeches, concerts and other events. May contain a balcony. A theater is a building with ascending rows of seats allowing for stage plays, speeches and various performances. May contain a balcony. Movie theaters are Use Type – Cinema.	1 Below Normal Small dressing room areas, toilet room enclosures 2 Normal Toilet room enclosures, dressing rooms, snack bar area, lounge area 3 Above Normal Many small dressing and make-up rooms, toilet room enclosures, lounge area, snack bar area	Hot water/steam or hot air	Central	1 Below Normal Toilet rooms, water heater, small snack bar 2 Normal Toilet rooms, water heater, snack bar, drinking fountains 3 Above Normal Multiple fixture toilet rooms, water heater, good snack bar, drinking fountains
062 Cinema Facility designated for the showing of movies. May contain several theaters in one. Normally has considerable parking available.	1 Below Normal Small projection booth area, toilet room enclosures, small office 2 Normal Projection booth, toilet room enclosures, snack area, small lobby area 3 Above Normal Good projection booth, toilet room enclosures, snack area, lobby area, storage facilities	Hot water/steam or hot air	Central	1 Below Normal Toilet rooms, water heater 2 Normal Toilet rooms, water heater, snack bar 3 Above Normal Multiple fixture toilet rooms, water heater, good snack bar, drinking fountains
063 Religious Institution Structure whose use is associated with some type of religious worship or use.	1 Below Normal Main sanctuary, some classrooms 2 Normal Main sanctuary, good classroom facilities, small office area 3 Above Normal Main sanctuary, good classrooms, meeting rooms, offices	Hot water/steam or hot air	Central	1 Below Normal Toilet facilities, water heater 2 Normal Toilet facilities, water heater, small kitchen facility 3 Above Normal Toilet facilities, water heater, good kitchen facility, drinking fountains
064 Social/Fraternal Hall Facility whose primary purpose is for fellowship among its members. Examples are the Moose Lodge, Eagles, VFW, or Masons.	1 Below Normal Main hall area, small kitchen enclosure 2 Normal Main hall, kitchen enclosure, small office, storage area 3 Above Normal Main hall, kitchen enclosure, office areas, storage areas, meeting rooms	Hot water/steam or hot air	Central	1 Below Normal Toilet facilities, water heater 2 Normal Toilet facilities, water heater, small kitchen, small bar 3 Above Normal Toilet facilities, water heater, good kitchen, good bar, drinking fountains

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
070 Service Station w/Bays Service station that is totally enclosed with areas provided for vehicles to be driven into the structure for service or repairs. storage area	1 Below Normal Small office area, toilet facilities 2 Normal Small office area, toilet facilities, 3 Above Normal Small office area, sales area, toilet facilities, storage area	Hot water/steam or hot air	None	1 Below Normal 2 toilet rooms, slop sink, 5 fixtures 2 Normal 2 toilet rooms, slop sink, 6 fixtures, floor drains 3 Above Normal 2 toilet rooms, slop sink, drinking fountain, 6 fixtures, floor drains
071 Service Station – Retail Conversion Built as a service station but current use has been changed to a retail operation. Convenience stores are commonly seen in old service stations.		Hot water/steam or hot air	None	
072 Service Station – Storage Conversion Built as a service station but has been converted into storage.		Hot water/steam or hot air	None	
073 Service Station without Bays Service station where the primary function is selling gas and contains no facilities for the servicing or repairing of vehicles.		Hot water/steam or hot air	None	1 Below Normal 1 toilet room, drinking fountain 2 Normal 2 toilet rooms, drinking fountain 3 Above Normal 2 toilet rooms, drinking fountain
074 Car Wash – Manual Car wash that requires an individual to wash their own vehicle. May contain an automatic car wash stall or stalls, with those stalls given Use Type – Car Wash/Automatic.		Hot water/steam or hot air	None	
075 Car Wash – Automatic Car wash allowing for driver to remain in vehicle while being automatically washed. May also be a system that a conveyor belt pulls the vehicle through the car wash. Commonly found with manual car washes and as an attachment or separate building with service stations.		Hot water/steam or hot air	None	
077 Truck Terminal A truck terminal is designed for temporary closed storage. Its function is for unloading, sort and reloading trucks, not for storing inventory. A truck terminal will generally have additional facilities, 10% to 30%, to cater to transient personnel.	1 - Below Normal Small office/restroom enclosure less than 10% of the building sqft 2 Normal Small office/restroom enclosure. 10% - 30% of the building sq.ft. 3 Above Normal office areas, restroom enclosures, parts enclosure, greater than 30% of building sq.ft.	Hot water/Steam or hot air	None	1 - Below Normal 1 toilet, few floor drains 2 - Normal 1 -2 restrooms, floor drains, water heater 3 - Above Normal 2 or more restrooms, water heater, drinking fountain, small kitchen

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
078 Distribution Warehouse Designed primarily for storage of goods. This type of warehouse typically has access to interstate highways, and areas for trucks to load and unload freight. Some amount of office, sales, as well as increased plumbing, lighting, and compartmentalization will exist to accommodate a larger personnel load. Typically, these areas can be 15% to 30% of the total area. Other subdivisions are designed to accommodate breakdown and transshipment areas.	1 Below Normal Small office/restroom enclosure less than 15% of the building sq ft. 2 Normal Small office/restroom enclosure, 15–30% of the building sq ft. 3 Above Normal Small open areas, mostly individual offices, greater than 30% of the building sq ft.	Hot water/steam or hot air	None	1 Below Normal 1 toilet, few floor drains 2 Normal 1-2 restrooms, floor drains, water heater 3 Above Normal 2 restrooms, water heater, drinking fountain, small kitchen
079 Cold Storage Warehouse Designed to keep stored goods and commodities at controlled temperature levels. They can be entirely or partly cold storage. They may have some office area for on-site employee(s), but the main purpose of the structure is to store goods, not support large employee occupancy. These structures are NOT unheated warehouses.	1 Below Normal Small office/restroom 2 Normal Office/restroom enclosure 3 Above Normal Individual office areas, restroom enclosures, parts enclosure	Complete HVAC system	Complete HVAC system	1 Below Normal 1 restroom, few floor drains 2 Normal 1-2 restrooms, floor drains, water heater 3 Above Normal 2 or more restrooms, water heater, drinking fountain, small kitchen
080 Flex Warehouse Designed for multiple occupancy by relatively small-space users. These buildings are a transition between warehouse and office – sales construction. Because of display areas and extra partitioning and plumbing in the higher qualities, they are multi-tenant, typically of low-rise construction. The lower qualities have minimal subdivisions and finish per space. The better qualities have fully finished customer service areas with storefront entries and lobby/display areas. Note: Not to be confused with retail structures or strip malls.	1 Below Normal Small office/restroom enclosure 2 Normal Office/restroom enclosure 3 Above Normal More individual office areas, restroom enclosures, parts area	Hot water/steam or hot air	None	1 Below Normal 1 toilet, few floor drains 2 Normal 1-2 restrooms, floor drains, water heater 3 Above Normal 2 restrooms, water heater, drinking fountain, small kitchen

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

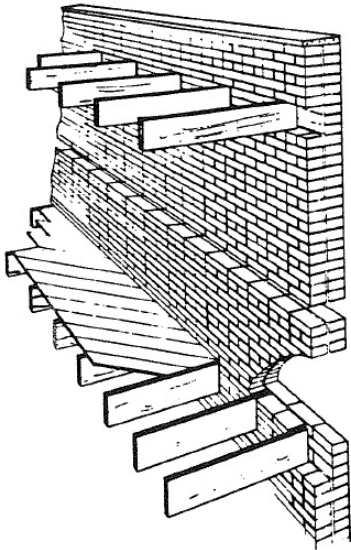
USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
081 Multi-Use Apartment Building Building area that has other possible uses besides living area. May contain some retail or office. Lower cost than apartments because of less plumbing and partitions.	1 Below Normal Small apartment, 1 room, minimal closets 2 Normal Small apartments, 3 rooms, adequate closet space 3 Above Normal Average apartment, 4 or more rooms, adequate closet space	Hot water/steam or hot air	Central	1 Below Normal 1 bath, central water heater, no dishwasher, no laundry 2 Normal 1-1½ baths, individual water Heater, dishwasher hook-up 3 Above Normal 2 or more baths, individual water heater, dishwasher hook-up, laundry hook-up
082 Multi-Use Office Building area that has other possible uses besides office, such as retail. Lower cost than office building.	1 Below Normal Few individual offices, mostly open area 2 Normal Average office area, small individual offices, some open areas 3 Above Normal Small open areas, mostly individual offices	Hot water/steam or hot air	Central	1 Below Normal 1 toilet room, water heater 2 Normal 2 toilet rooms, water heater 3 Above Normal 2 toilet rooms, water heater, kitchen facility
083 Multi-Use Sales Structure having several areas of office, sales or retail. Lower cost than retail store.	1 Below Normal Small toilet enclosure, some storage 2 Normal Small office, small toilet enclosure, some storage areas 3 Above Normal Office space, toilet enclosure, storage areas, divided sales areas	Hot water/steam or hot air	Central	1 Below Normal 1 toilet room 2 Normal 1 toilet room, water heater 3 Above Normal 2 toilet rooms, water heater, drinking fountains
084 Multi-Use Storage Warehouse providing for multiple occupancy storage. The structure is a lower cost than a warehouse. Not to be used in place of a mini-warehouse.	1 Below Normal Small toilet enclosure 2 Normal Small toilet enclosure, dividing walls 3 Above Normal Small toilet enclosure, dividing walls, small office area	Hot water/steam or hot air	None	1 Below Normal 1 toilet room 2 Normal 1 toilet room, floor drains 3 Above Normal 1-2 toilet rooms, water heater, floor drains
085 Enclosure Entry-way into a structure that is totally surrounded by some type of material such as glass. Similar to a closed porch on a house.	1 Below Normal Open area, few individual offices 2 Normal Open area, individual offices 3 Above Normal Little open area, many individual offices	Hot water/steam or hot air	Central	1 Below Normal 1 toilet room, water heater 2 Normal 1-2 toilet rooms, water heater 3 Above Normal 2 toilet rooms, water drinking fountain
086 Support Area Area that houses machinery and equipment essential to the operation of the structure. May be a non-liveable penthouse containing air conditioning equipment or on a floor housing the heating system.		Hot water/steam or hot air	None	

COMMERCIAL/INDUSTRIAL USE TYPE DESCRIPTIONS, CONT.

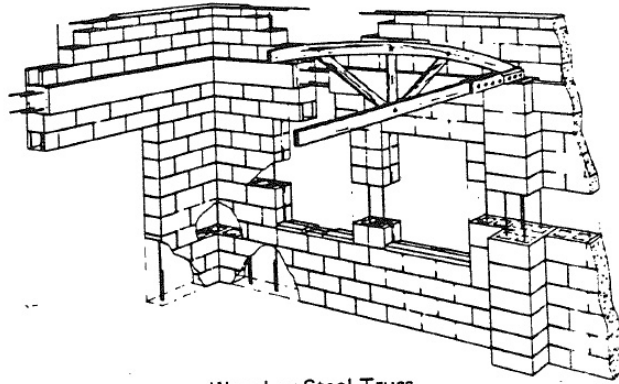
USE TYPE	PARTITIONS	HEATING	A/C	PLUMBING
088 Restroom/Locker Room Facility May be a separate facility or an integral part of a structure. Example might be the locker room at a swimming pool or the restroom facilities in a mall.		Hot water/ steam or hot air	None	
090 Parking Garage Facility for providing parking spaces for vehicles that may be covered on the top level or open. Can be a separate facility or an integral part of a structure.		None	None	
091 Unfinished Residential Basement This will be used for unfinished basements of houses on a mixed use parcel where the primary use is commercial.		None	None	
095 Covered Mall Area within a mall that is not occupied by stores May be hallways and main mall walking area		Hot water/ steam or hot air	Central	
100 Franchise Restaurant (Fast Food) Restaurant type facility that requires the customer to place and pick-up order. While this type of facility has indoor seating, it is distinguished by the lack of sit down service. Examples are: McDonald's, A&W, Taco Bell, and Burger King.	1 Below Normal Small kitchen area, toilet facilities, small seating area 2 Normal Small kitchen, toilet facilities, storage area, adequate seating area 3 Above Normal Kitchen area, toilet facilities, storage area, office area, large divided seating area	Hot water/ steam or hot air	Central	1 Below Normal 2 toilet rooms, water heater, small kitchen 2 Normal 2 toilet rooms, water heater, good kitchen 3 Above Normal 3 toilet rooms, water heater, good kitchen
199 Locally Owned Fast Food Restaurant type facility that requires the customer to place and pick-up order. While this type of facility has indoor seating, it is distinguished by the lack of	1 Below Normal Small kitchen area, toilet facilities, small seating area 2 Normal Small kitchen, toilet facilities, storage area, adequate seating small seating area 3 Above Normal Kitchen area, toilet facilities, storage area, office area large divided seating area	Hot water/ steam or hot air	Central	1 Below Normal 2 toilet rooms, water heater, small kitchen 2 Normal 2 toilet rooms, water heater, good kitchen 3 Above Normal 3 toilet rooms, water heater, good kitchen
990 Parking, Upper Deck Located on top of a facility that as a different use type		None	None	

BUILDING CONSTRUCTION CLASSES

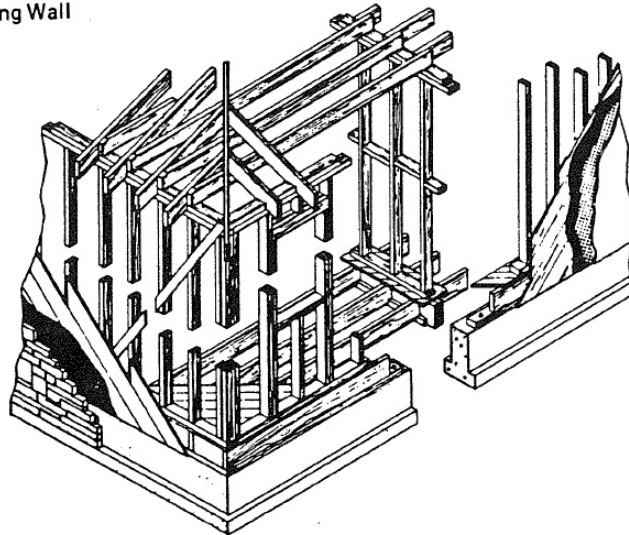
WOOD FRAME/JOIST/BAM (CONSTRUCTION CLASS 1)



Wood Joist and Deck
Brick Load Bearing Wall

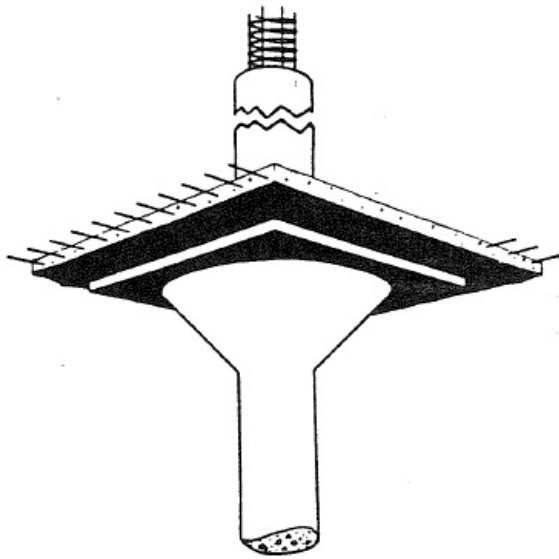


Wood or Steel Truss,
Concrete Block Load Bearing Wall

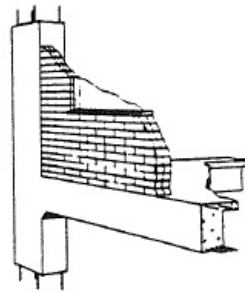


Wood Joist and Rafters, Brick on Wood Frame Wall

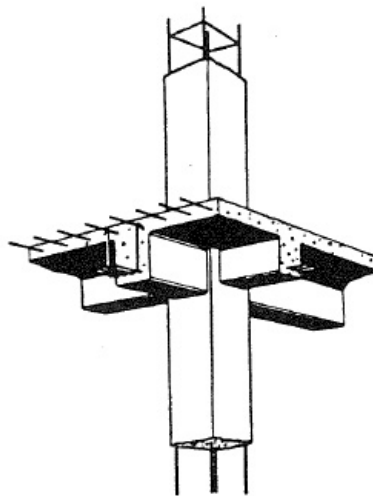
FIRE RESISTANT (CONSTRUCTION CLASS 2)



Reinforced Concrete
with Imbedded Steel Rods

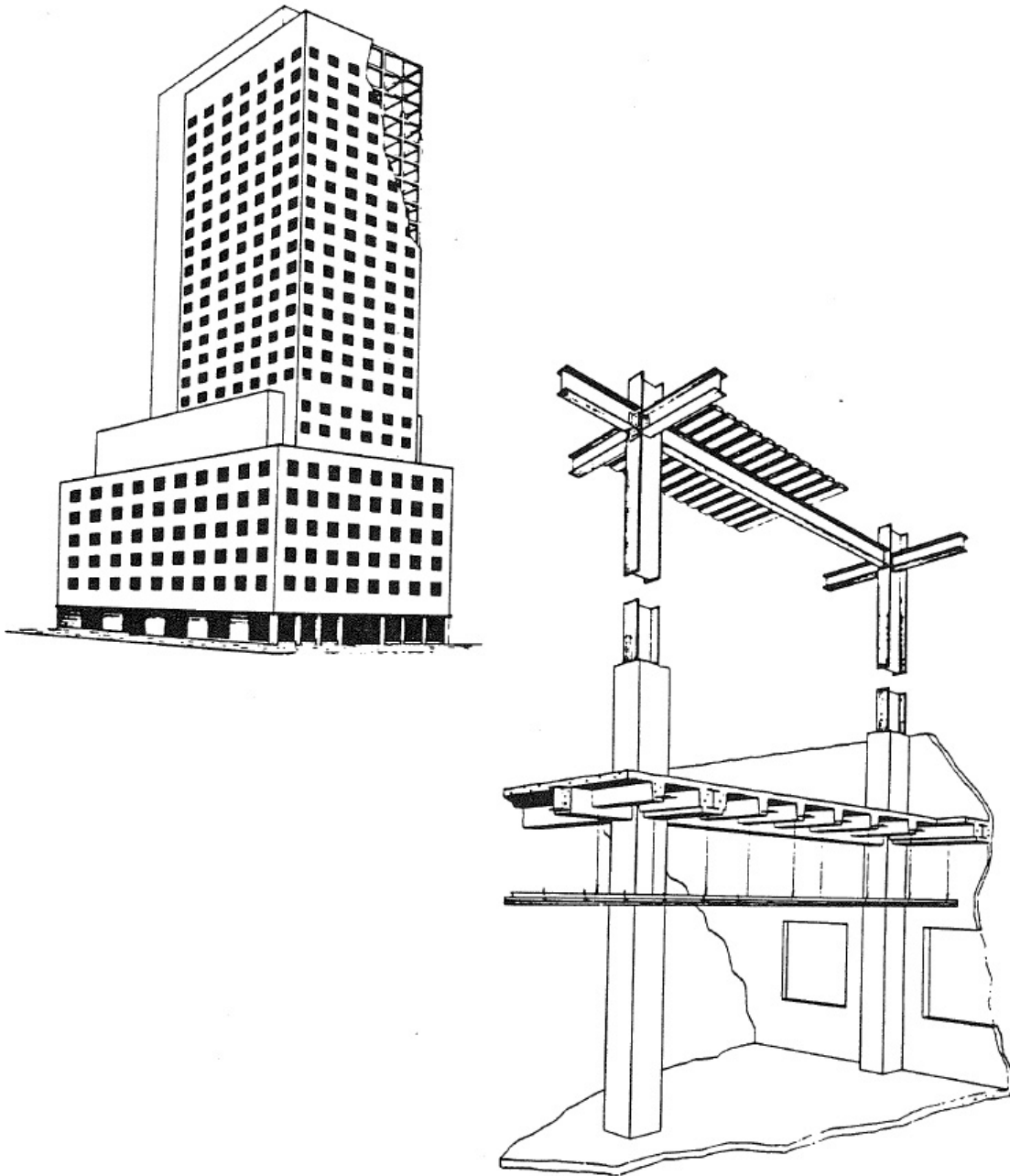


Masonry Curtain Wall



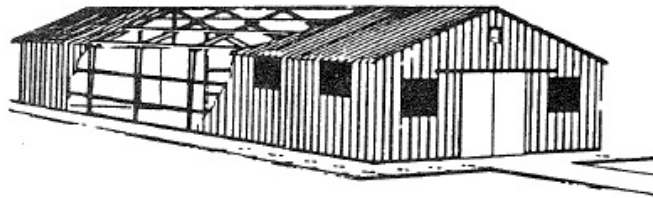
Reinforced Concrete
with Imbedded Steel Rods

FIRE PROOF (CONSTRUCTION CLASS 3)

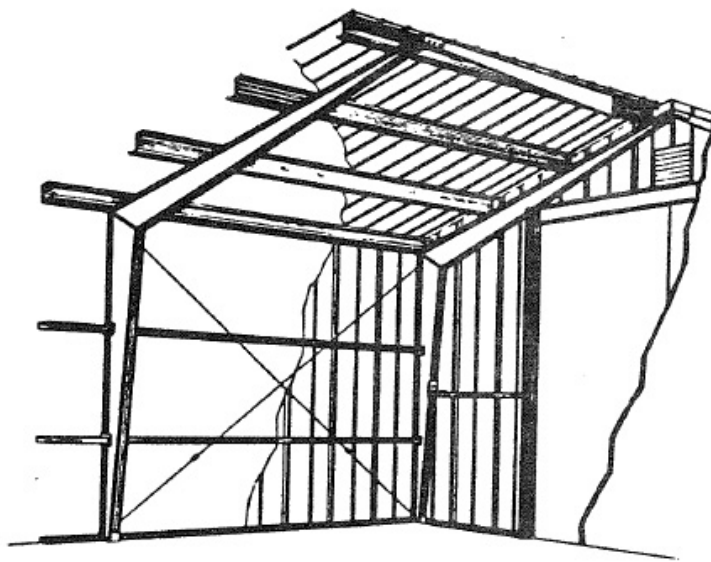


Fire Proofed Steel Frame

PRE-ENGINEERED STEEL (CONSTRUCTION CLASS 4)

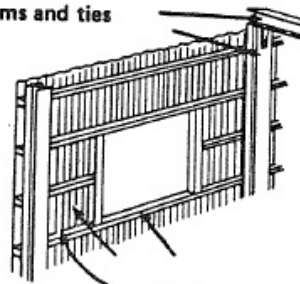


Light Steel Skeleton Frame
with Prefabricated Steel Siding



Light Steel Framing

Columns, beams and ties



Wall cover, girts, and window

COMMERCIAL PROPERTY INCOME AND EXPENSE DATA

INCOME

The system provides for both the cost and income approaches to value. The cost approach is a model approach with adjustments to the component level. The income approach utilizes income models which do not require income and expense data for individual property.

Income models are developed through collection and analysis of income and expense data and commercial sales that have occurred within a given period. Valuation results may be adjusted for properties using differing income quality ratings.

The income models are independent models requiring separate data entry fields to generate an income value for a property.

All information used to develop income models is derived through analysis of returned Income and Expense (I&E) reporting forms through statewide mass mailing. Commercial properties that have sold and have provided income and expense information are used to develop Capitalization rates.

The information is further aggregated by the type of property and location to determine appropriate model values.

Example: Retail sales and income and expense collection forms are used to develop the retail model.

When insufficient information exists for a specific location, information from similar counties and or neighborhoods may be pooled in order to develop income models.

INCOME MODEL TYPES

There are four general types of income models some with specific subtypes:

1. Square Foot
 - a. Subtypes
 - Mini-Warehouse
 - Office
 - Restaurant
 - Retail
 - Warehouse
2. Apartment
3. Hotel/Motel
4. Other Units
 - a. Subtypes
 - Mobile home RV Park
 - Nursing Home

CREATING INCOME PAGES

To appropriately value a commercial property using the income models the following pages must be created for each property.

1. Property Level Income Data and Summary (One Page Only)
2. Model Page or Pages
3. Detail Page or Pages

PROPERTY LEVEL INCOME SUMMARY PAGE

This page is a “Property Level” page; only one page should be created for each parcel. This page has 2 required fields:

1. Primary Building Type
2. Investment Class

These two fields are used to establish the capitalization rate to be used for the income value calculation. Regardless of the number of buildings on a property or the number

of models associated with a property there should only be one cap rate.

NOTE: The property level income summary page summarizes all income information from each model type and calculates the income value for the property based on the properties total Net Operating Income (NOI) and the cap rate assigned by the Primary Building Type and Investment Class.

Primary Building Type: Identifies the principle or predominant use of the property and the capitalization rate table that will be used in calculating the income value.

Primary Building Types are:

1. Apartment
2. Hotel/Motel
3. Mini-Warehouse
4. Mobile home/RV Park
5. Nursing Home
6. Office
7. Restaurant
8. Retail
9. Warehouse

Investment Class: Identifies risk portion of the cap rate assigned to a given property. Investment class also distinguishes between Urban and Rural locations.

Investment Class values are:

1. Poor
2. Fair
3. Average
4. Good

(Caution should be used when using a rating other than Average.)

Examples of application of different Cap Rates:

1. Parcels fronting a major commercial street with good exposure may have an investment class of Good while those properties not fronting have an Average investment class.
2. Sales analysis in a particular area indicates a higher cap rate is required when used to calculate values that reflective of market. This page also summarizes the NOI (Net Operating Income) for each of the 4 model types and capitalizes the overall NOI to generate an income value.

Additional fields to capture are Building or Business Name and Comments. These fields can capture specific information that can help identify a property or other information pertinent to the income valuation of a property.

Override fields are included for NOI and Capitalization Rate. (Enter the value for each override only, do not enter the % or \$ symbol.)

Entries in these fields will override the model calculations and should only be used when other supporting documentation is available for the specific property.

INCOME MODEL SUMMARY PAGE

A model page must be created for at least one of the 4 general types of income models. There can be multiple models of the same type or combinations of different models types for properties with multiple uses.

Required fields for each model page are:

1. Type: General description of data to be summarized on detail pages
2. Rating: Identifies the quality of the rental stream from the model.
 - a. Each Model can point to a different rating.
 - i. Full service hotel that also has limited service RV parking spaces.
 1. Hotel – Good Rating
 2. RV Park – Fair Rating
 - b. Multiples of the same models can exist with different ratings.
 - i. Multiple story building with first floor that is ADA compliant and all upper floors are not ADA compliant.
 1. First Floor – Average Rating
 2. Second Floor – Fair Rating

The income summary pages will summarize the total income and expenses associated with all detail pages subsequent to the summary page.

Other fields that are not required but will affect the total NOI or income value are:

1. Other Income (\$) Will add the value entered to the calculated NOI
2. (FF & E) Furniture Fixtures & Equipment (\$) Will deduct the value entered from the total income value.
3. Vacancy and Collection (%) Will override the model vacancy %

4. Expense (%) Will override the model expense %

(Enter the value for each override only, do not enter the % or \$ symbol.)

The occurrence of these fields is dependent on the specific summary page type.

Entries in these fields will adjust the model calculations and should only be used when other supporting documentation is available for the specific property.

The amenities fields do not affect the income calculations but may be supporting information for the application of a particular rating.

Square Foot Income Model Summary

1. Other Income (\$)
2. Vacancy and Collection (%)
3. Expense (%)

(Enter the value for each override only, do not enter the % or \$ symbol.)

Apartment Income Model Summary

1. Other Income (\$)
2. (FF & E) Furniture Fixtures & Equipment (\$)
3. Vacancy and Collection (%)
4. Expense (%)

(Enter the value for each override only, do not enter the % or \$ symbol)

Complex type is an additional required field for apartment models.

Garages – Fields are also available to capture information regarding the number of garages available

Checking the box “All units have garages” is informational and will not affect the income value.

An entry in the field Garages will apply the model garage rent rate by the number of entered in this field.

Additional check boxes are provided to capture amenities associated with the apartment complex.

Hotel /Motel Income Model Summary

1. Other Income (\$)
2. (FF & E) Furniture Fixtures & Equipment (\$)
3. Vacancy and Collection (%)
4. Expense (%)

(Enter the value for each override only, do not enter the % or \$ symbol)

Hotel/Motel type is an additional required field for Hotel/Motel models.

Room Rent is not a required field and value entry into this field will override the average daily rate per room (ADR) used by the model.

Amenities typically found in hotels are listed for additional information.

Other Unit Income Model Summary

1. Other Income (\$)
2. Vacancy and Collection (%)

3. Expense (%)

(Enter the value for each override only, do not enter the % or \$ symbol.

Other type is an additional required field for other unit models.

Days of operation (Days Op) is not a required field but is used to calculate income based on the seasonal nature of a property.

(RV Park or Camp Ground)

MODEL DETAIL PAGE

Detail pages are specific to each of the 4 general model types and are the location of the specific information that will be used to calculate an income value.

Square Foot Model Detail

The square foot model detail page is used to capture the income use and income area specific to a given building or area of a building. The income use and income area are required fields to generate an income value.

Rent Rate Override – overrides the rental rate used in the model and should only be used when a property has supplied property specific data that is supportable.

Although an individual building may have many different uses identified in the cost valuation it may not be necessary to separate each of these uses to develop the appropriate income value.

The square foot model detail page also summarizes the income and expense calculations for the portion of the building being captured.

Apartment Unit Detail

The apartment unit detail page captures the type and quantity of each apartment unit.

Apartment unit type: A required field that specifies the unit type by the number of Bedrooms and (Full) baths associated with the unit.

Units – Indicates the number of units of the particular apartment unit type. Half baths or additional full baths not included in the apartment types can be captured as additional information in the Extra Baths field.

Unit size and amenities fields are available to capture more specific information pertinent to each unit type.

Hotel Motel Unit Detail

The hotel motel detail page has two required fields for income valuation which are:

Unit Type: This field is required but is descriptive only and does not change the income value.

Units: The number of units is applied to the average daily rate to calculate the PGI. (The total units are summarized in the Hotel/Motel Income Model page)

Other Unit Detail

The other unit detail page will capture the unit type and quantity to be used for income calculations.

Unit Type: This field is required and determines the type of unit to be used in the income calculations.

Units: The number of units is applied to

the rent rate for the type of unit described above.

Examples of correct data entry for different building types:

Example 1. 331 – Auto Dealer, full service
Cost information indicates the following areas

047 – Auto Parts/Service

046 – Auto Showroom/Office

084 – Multi-Use Storage

All areas are integral to the operation of an auto dealership and the building would rent as a whole. The income use should be 047 – Auto Parts/Service with all area assigned to this use for income valuation.

Example 2. 371 – Multi-purpose, Downtown Row Type – (3-Story with Basement 4000 square feet per level)

The basement is not rented specifically but has mechanical area and some storage areas. The first floor is rented to tenant one for retail space, the second floor is rented to 2 tenants but is used entirely for office and the upper floor contains two 1 bedroom/1 Bath apartment and two 2 Bedroom/1 Bath apartments.

The proper data entry for income valuation on this building would be as follows:

A. Create one Property Level Income: Summary page with a primary building type of retail.

B. Create two model pages.

1. One Square foot income Model Summary page

2. One Apartment income models page
- C. Add detail pages to appropriate model pages.
 1. Create two detail pages for the square foot model,
 - a. Retail 4000 square feet
 - b. Office 4000 square feet
 2. Create two detail pages for the apartment model with the appropriate number of units.
 - a. 1B1 – One bedroom, 1 bath, 2 units.
 - b. 2B1 – Two bedrooms, 1 bath, 2 units

Example 3. 353 – Office Building, Low Rise (1 to 4 stories)

The building 3000 square feet per level and was built in 1970, it has is 3 stories and basement (mechanical use only) and does not have an elevator. The property is generally good condition and has been extremely well maintained. The owner reports that he cannot rent the upper levels at the same rate as the main floor because they are not ADA compliant.

- A. Create one Property Level Income Summary page with a primary building type as office.
- B. Create two Square foot income Model pages.
 1. One Square foot income Model rating Good.
 2. One Square foot income model rating Average.
- C. Create detail pages for each model.
 1. The main floor area of 3000 square foot would be entered in the model with the Good rating.
 2. The upper floor areas totaling 6000 square feet would be entered in the model with a rating Average.

INCOME & EXPENSE (I & E) DATA CAPTURE

To capture income and expense information that may be used in the income modeling process the following pages must be created for each year of reporting.

1. I&E General Information
2. General Expenses
3. General Rent
 - a. Rent Detail

General expenses data entry fields are the same for all property types except Hotel/Motel.

General rent data entry fields are specific to the general model types: Apartment, Square Foot, Hotel Motel and Other Unit model types.

I&E DATA CAPTURE GENERAL PAGE

This page has 3 required fields:

1. File Date – (Date form was filed)
2. Year of income
3. Appraiser

Additional fields are included to capture preparer information.

General Expense Data Capture

This section is for input of the expenses as broken down by category. Generally, expenses would be expected to exhibit similarity within a particular structure and/or use type. Further, expenses can be compared across properties by considering them as a percentage of potential gross income.

Management Expense

Enter the total amount paid for management expenses which can include; manager's salary, and rent collections.

Leasing Fees/Commissions/Advertising Expense

Enter the amount paid for the leasing fees, commissions and advertising.

Legal/Accounting Expense

Enter the amount for the legal and accounting expense.

Utility Expense

Enter the annual amount being paid for the type of utilities each type of utility listed:

If utilities have been combine place the total amount in the “Other Utilities” field and note in the description that the utilities have been combined.

Payroll

Enter the total amount for all salaries, payroll taxes, and group insurance, (excluding the manager's salary) that are associated with leasing and maintaining the building.

Maintenance Expense

Enter the amount paid for the interior and exterior maintenance of the building. Maintenance expenses are those that would be typical of the yearly operation of a building and would not include large capital expense types of items. Review of the data supplied will help to determine if the Maintenance expense should be allowed or if it could be amortized.

Elevator Maintenance Expense

Enter the amount for the repairs and service of the elevators in the building.

Trash/Snow Removal/Landscaping Maintenance

Enter the amount paid for the snow and trash removal and the landscaping maintenance and the amount paid for them.

Other Expenses

Enter the amount paid for the Other Ex-

penses. Such items will be individually small amounts that do not justify a separate listing and are a small percentage of the effective gross income.

A description of what the “Other Expenses” are should be included.

Building Insurance Expense

Enter the amount paid should be the expressed as an annual premium.

RESERVE FOR REPLACEMENT

Enter the amount paid for the eventual replacement of short-lived items. These are items that must be replaced before the end of the economic life of the building, such as water heaters, roof, heating and/or air conditioning, and floor coverings.

There is a checkbox included to indicate whether or not the expense information that was reported was changed for entry into the system.

Comments should be included in the comments field as to why the information was changed.

GENERAL RENT PAGES

These are included for each property type. Detailed information for each type is listed below.

I&E Data Capture Apartment Rent Information

I&E Data Capture Office Retail Warehouse Rent Information (Square Foot)

I&E Data Capture Mobile Home RV Park Rent Information (Other Unit)

I&E DATA CAPTURE APARTMENT RENT

This page gathers information specific to the apartment property and includes space for the following:

Vacancy – the amount reported as vacancy
Government Subsidy – Amount of a
nual Gov’t subsidy

of Garages

Rent per garage

Other income

Check boxes for utilities included in the rent.

Apartment Unit Rent Detail

Required fields are:

Apartment type

Monthly rent – (Should be stabilized at
market rent)

Units

Check boxes are included for additional amenities or utilities included in the rent.

Check box to indicate that the rent was adjusted from the actual reported data.

I&E Data Capture Office Retail Warehouse Rent Information

Vacancy – the amount reported as vacancy
of Parking Spaces

Rent per space

Other income

Check boxes for utilities/amenities included in the rent.

Office Retail Warehouse Rent detail

Required fields are

Use – (Drop down List of Uses) for the
specific area listed

Annual rent – for the area listed

Leased area

Floors from and to are used to indicate the floors used in the total leased area.

Check boxes are included for utilities included in the rent.

Check box to indicate that the rent was adjusted from the actual reported data.

Mini-Warehouse Rent Detail

Mini-warehouse rental data is collected based on the size and amenities of each individual unit.

Required fields on the Mini-warehouse detail page are:

Width

Length

Units

Monthly Rent

Use Code – Only the use code 041-Mini-Warehouse is allowed

Amenities – are used to identify those that are included in the individual units.

I&E Data Capture Mobile Home RV Park Rent Information

Vacancy – the amount reported as vacancy
Other income

Months Operated – to indicate units that are seasonally operated

MH/RV Park/Other Unit Rent Detail

Type – type of unit available for rent

Units

Monthly rent – (Should be stabilized at market rent)

HOTEL/MOTEL INCOME AND EXPENSE DATA CAPTURE

Income and expense data collection for Hotel/Motel properties unique to the industry and different expense and rental fields are available to capture hotel/motel data.

Hotel/Motel Expenses are grouped into 3 different categories:

Departmental Costs and Expenses

Rooms

Cost of Food Sold

Cost of Beverage Sold

Telecommunications

Other Departments

Total Departmental (Should only be used when expenses have not been broken out by department)

Undistributed Costs and Expenses

Admin and General

Franchise Fee

Marketing

Operations & maintenance

Utility Costs

Other Unallocated Expense

Reserves

Total (Should only be used when the individual expenses have not been broken)

Management Fees and Insurance

Management

Insurance

Total (Should only be used when the individual expenses have not been broken)

There is a checkbox included to indicate whether or not the expense information that was reported was changed for entry into the system.

Comments should be included in the

comments field as to why the information was changed.

Hotel/Motel Rent

This page allows for the entry of the occupancy percent reported by the property as well as the total room revenue and revenue from additional portions of a motel operation.

Limited service hotel/motels may have miscellaneous income for vending and laundry while full service hotels will have food, beverage meeting rooms etc as additional revenue sources for the hotel.

The fields found in the Total and Averages portion are not required but may be

used to develop occupancy and average daily rates.

There is a checkbox included to indicate whether or not the rent information that was reported was changed for entry into the system.

Comments should be included in the comments field as to why the information was changed.

Hotel/Motel Rent Detail

Room Type – type of unit available for rent

Rooms

Rent/Night

TRANSFER TAB

Transfer data is captured on the Transfer tab in ORION. **CHANGE REASON** Select the code that best describes the purpose of the transfer. If there are no conditions and this is considered “an arms length transaction” select “0–None or Valid Sale.”

0 – None or Valid Sale

Additional Confirmation

Adjustment to Sales Price

Affidavit

Conversion

Correction

Deed (Non-Sale)

Manufactured/Mobile Home Location
Change

Non-Recorded Document

Other

Other Recorded Document

Pre-Entry of Sale

Purchaser Under Contract

Quit Claim Deed

Sales Verification

Trust – Warranty Deed

SALE DATE – Enter the date of the sale.

DEED DATE – Enter the date the Deed was signed.

RECORDED DATE – Enter the date the Deed was recorded.

SALE TYPE – Enter the code that best describes the property that was included in the sale. Only one code may be entered per sale.

1 – LAND ONLY

2 – LAND & BUILDING

3 – BUILDING ONLY

4 – PERSONAL PROPERTY ATTACHED

5 – MANUFACTURED/MOBILE HOME

TRANSFER VALIDITY – Select the code that is most representative of the validity of the sales transaction after verification.

0 – INVALID

1 – VALID

2 – VERIFIED VALID

3 – VERIFIED INVALID

4 – MULTI-PARCEL VERIFIED VALID

5 – MULTI-PARCEL VERIFIED INVALID

6 – SALES VERIFICATION LETTER RECEIVED

7 – CHANGE AFTER SALE

8 – OTHER (SEE COMMENTS)

BOOK/PAGE – Enter the recorded Book and Page information for the transfer.

INSTRUMENT TYPE – Enter the type of transfer document filed.

Administrator’s Deed

Affidavit of Equitable Interest

Bargain & Sale Deed

Barter

Beneficiary Deed

Bill of Sale

Conservation Easement

Contract for Deed

Correction Deed

Court Decree

Executor’s Deed

Gift

Grant

Inheritance Tax

Interest

Marshal’s Deed

Merger, Consolidation or Reorganization

Notice of Purchaser’s Interest

Other

Quit Claim Deed

Sheriff’s Deed

Special Warranty Deed

Statement of Acknowledgement

Tax Deed

Termination of Joint Tenancy by Death

Termination of Life Estate by Death

Transfer subject to Reserved Life Estate

Trust Deed

Trustee’s Deed

Warranty Deed

SALE PRICE CONFIRMATIONS

DATE – Enter the date of the Sales Price confirmation.

SALE PRICE CONFIRMATIONS –

Select the code that best describes the source of information used to verify the sale as being valid or invalid.

1 – BUYER

2 – SELLER

3 – AGENT

4 – MULTIPLE LISTING SERVICE (MLS)

5 – UNKNOWN–PENDING SALES VERIFICATION

6 – OTHER – INCLUDING FROM R.T.C. ONLY

SALE PRICE CONFIRMATION

AMOUNT – Enter the confirmed sales price amount.

NOTE: If a sale is valid (coded “1” or “2” in SALES VALIDITY), an option to cap-

ture the sales data to Sales History becomes enabled.

FINAL VALUE TAB

The final value tab is used to identify the value method used, the name of the appraiser who determined the final value, the land value, the improvements value, and the total value for the property.

VALUE METHOD

Select the appropriate Value Method used to determine the Final Value for the property.

Available options are:

- Comp Sales
- Cost
- Income
- MRA Value
- Override

APPRAISER

Select the name of the appraiser who determined the final value.

CHANGE REASON

Select the Change Reason that corresponds to the Final Value that has been determined by the appraiser.

Available options are:

- 2009 Final Value
- Appeal Decision
- Batch Calculation Run
- Clerical Error
- Conversion
- Land Breakage
- Land Use Change
- New Construction
- Omitted Property
- Other
- Reappraisal Final Review
- Split/Combine

VALUE OVERRIDES

In certain circumstances, the appraiser needs to have the ability to enter an override value into the Final Value tab. The appraiser must apply solid appraisal judgment and discretion when applying an override value for a property.

There are Value Override fields available for the entry of Land, Building, Total, Override Reason, and Appraiser name.

Land – Land override values must match the calculated land value on the Appraisal Tab whenever a Value Override is entered on the Final Value tab. Enter the override land value.

Building – Enter the override building value.

Total – Enter the override total land and building value.

Override Reason – Enter the reason for the Value Override.

Available options are:

Appeal Adjustment

- Conversion
- Fee Appraisal Override
- Industrial Income Override
- Miscellaneous Override
- Sales Price Override

Appraiser – Select the name of the appraiser who entered the Value Override.

APPEAL TAB

An appeal record must be created for each time a property value is appealed.

To create an appeal record, the user will add a record identifying the Tax year and the level of appeal.

A unique appeal ID will be assigned by leaving the Manual check box unchecked.

Required fields on the appeal General tab and the appeal Results tab are the appeal status. This field will need update when the appeal is closed. The final action field on the Results tab will need to be updated when the status is closed.

To the largest extent possible, any property changes required should be addressed in the appropriate fields on the appraisal. When the value change is the result of an appeal decision beyond the ab-26 level, override values should be entered in the final value tab. When entering the override value, the Change Reason and Override Reason fields must be updated to reflect the appeal decision.

PERMITS TAB

PERMIT NUMBER (Required) – Enter the number of the permit.

PERMIT AMOUNT (Optional) – Enter the permit amount.

ISSUE DATE – Enter the date the permit was issued.

LIMIT DATE – Enter the date the permit is valid until.

PERMIT TYPE – Select the permit type from the drop-down list

PERMIT STATUS – Select the code denoting the status of the permit from the drop-down list.

OPEN – to indicate that the permit is still open and may need to be inspected for completion of the new construction.

CLOSED – to indicate that the improvement has been finalized and has been picked up for new construction.

PURPOSE – Enter the reason or purpose that the permit was issued.

ISSUING AGENCY – Select the Issuing Agency from the drop-down list.

AGENCY STATUS – Enter the Agency Permit Status from the drop-down list.

PERCENT COMPLETE – Enter the percent complete at the time of the on-site review.

FEE AMOUNT – Enter the amount charged for issuance of the permit.

DATE CLOSED – Enter the date the construction associated with the permit was completed.

EXPLANATION – Enter what additional descriptive information is necessary that will further clarify the reason for this note.